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# Mac for Beginners

Everything you need to know to  
get started with your Apple Mac

New for  
2016



- ✓ 100% independent
- ✓ Master OS X El Capitan
- ✓ Learn tips and shortcuts
- ✓ Enhance your life with great apps



# Welcome to **Mac for Beginners**

Welcome to Mac for Beginners, the ideal companion to guide you through your first steps with your iMac or MacBook. In this newly revised edition, we'll explore all the essentials, including basic navigation, shortcuts and back up options. You'll then progress onto discovering all the best OS X apps and features – from Mail to Safari, iTunes to Siri, AirDrop to iCloud. You'll also find all of the latest updates for OS X El Capitan, including new Notes features and Split View. You'll learn how to work smarter and get creative on your Mac with programs like Pages, Numbers, iMovie and GarageBand. Finally, we tour the best apps from the Mac App Store, exploring different categories for those with diverse needs and interests. Get started with our step-by-step tutorials and your Apple Mac experience will soon be as smooth as the intuitive system was designed to be.





# Mac for Beginners

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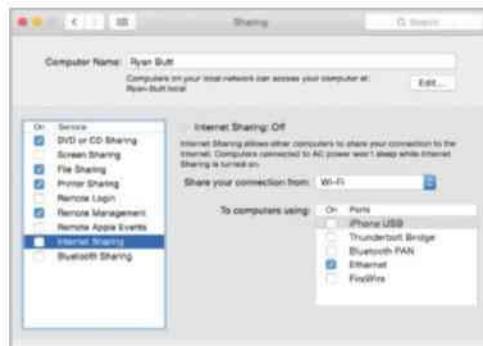


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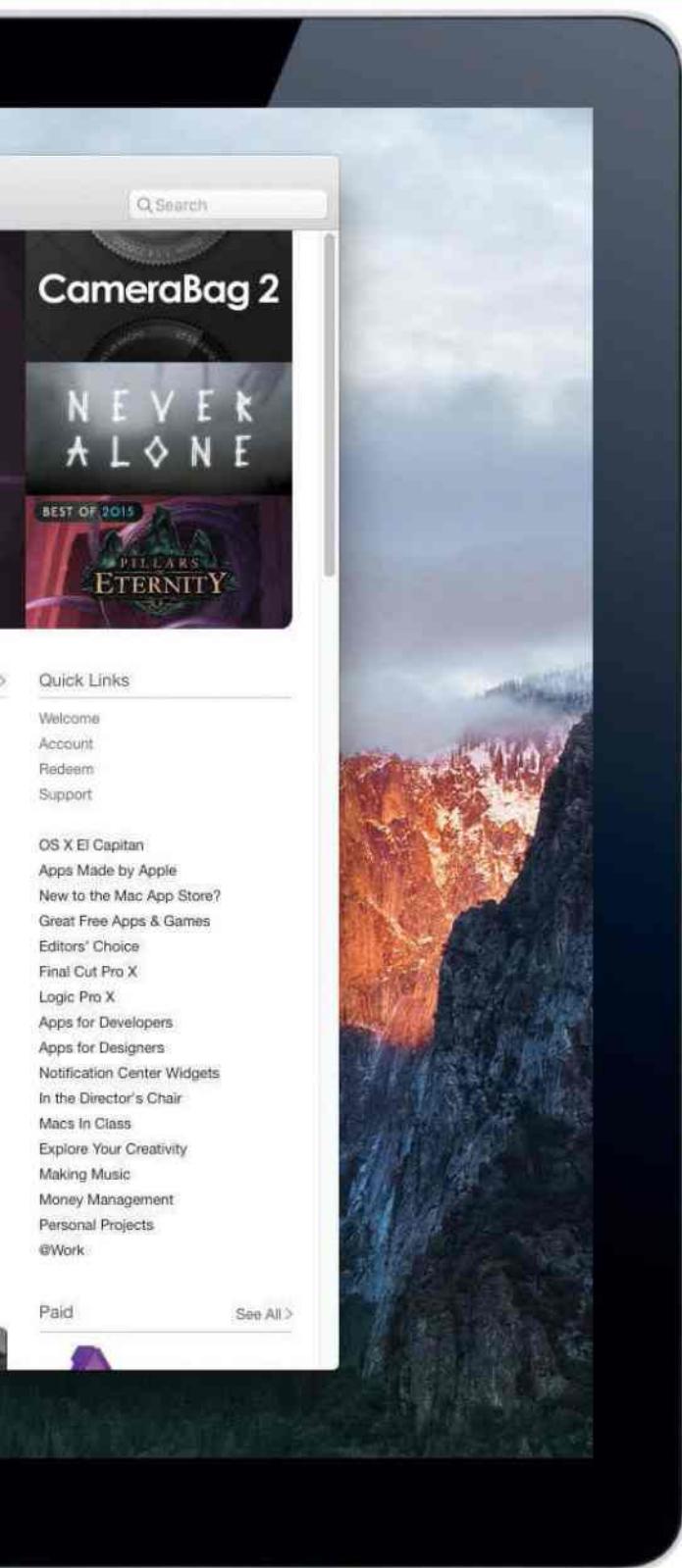
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"You'll be able to create something amazing in no time"

# Ultimate guide





# The ultimate guide to your Mac

Taking you through everything you need to know to get started on your Mac

Welcome to the Mac, and welcome to the Mac community. If this is the first time you've owned a Mac, trust us, you're in for a real treat. The Mac is a multi-talented computing phenomenon, part entertainment device, part office workhorse, part creative tool, part media hub. But among all its talents, there's one constant: you'll enjoy using it. If you're used to fighting to get a PC to do the simplest thing, you'll find your new Mac a breath of fresh air. It doesn't get in the way, and the many joys of discovering your Mac's benefits lie ahead.

**"Among its talents, there's one constant: you'll enjoy using it"**

However easy the Mac is to use – its reputation in this regard is well earned – it's also true that starting out on a new computer or on a new platform can seem daunting at first. Parts of it will inevitably seem unfamiliar. That's where this book comes in. Over these pages we'll take you through everything you need to get going and start enjoying your iMac or MacBook and the latest Yosemite operating system. Soon you'll be taking off with the Mac. It won't be long before you find yourself offering tips you've discovered to other Mac users – and gently extolling the benefits of the Mac to others.

# Ultimate guide



# OS X

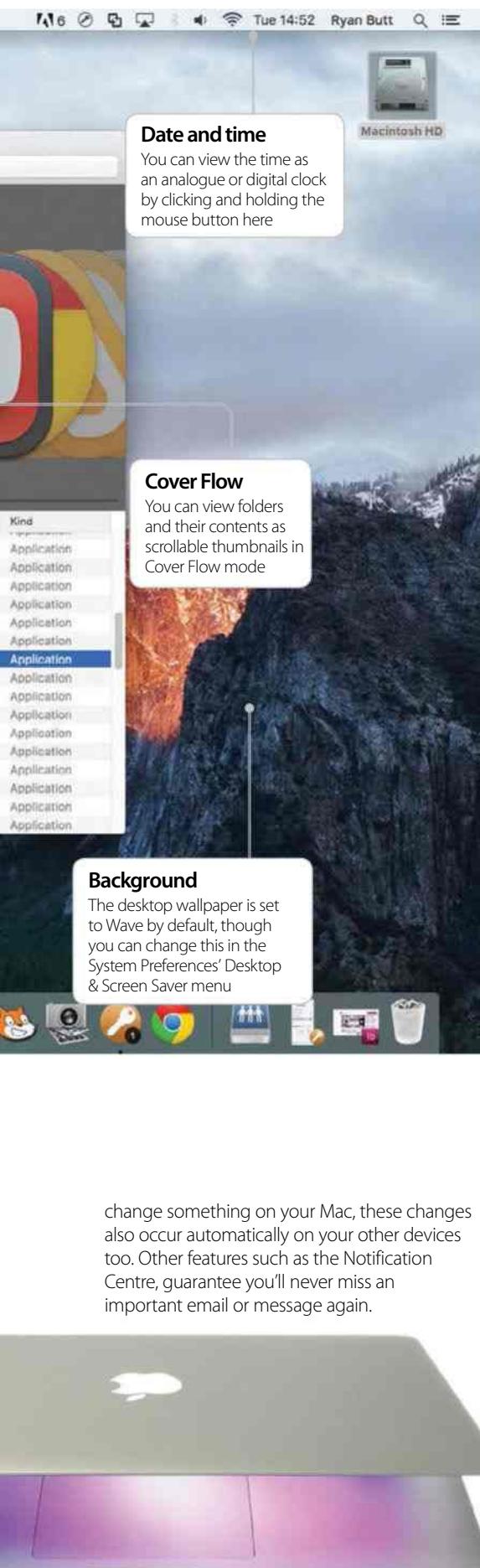
The advantages of the sophisticated Mac operating system

OS X is the operating system (OS) that all Macs use to run their software; the current iteration is OS X Yosemite, but El Capitan has been announced as the next release. It is free to download and system updates are regularly available to boost your Mac's performance by going to Software Update in the Apple menu and checking for updates.

OS X has developed over the years to bring a wealth of goodness from iPhone, iPad and iPod touch to the Mac, which complements the features of the previous operating systems perfectly – such as Launchpad, which enables you to see and open your apps in a manner very reminiscent of the

touch-screen iOS dynamics. Since OS X Yosemite, in-built apps include Messages, which lets you send free messages between all Apple devices; Maps to explore the world on your desktop; and Notes, which lets you jot down quick and easy notes that are synced to your iCloud and made available across all of your devices.

Speaking of iCloud, this system now works harder to bind all of your devices together, integrating your emails, calendars, contacts, reminders, documents and more, so that whenever you add, delete or



change something on your Mac, these changes also occur automatically on your other devices too. Other features such as the Notification Centre, guarantee you'll never miss an important email or message again.



## Entertainment

The Mac has made a name for itself as a creative device, but it'll also help you relax – all at the click of an icon (if you are running OS X 10.10.4 or later, the icon may appear differently to that above, see page 102).

In the mood to watch a movie or catch the latest episodes of your favourite TV series? iTunes has expanded from its original role as a music player and organiser, and now it can handle your whole video collection just as easily as it does your audio library. What's more, your downloaded videos will be catalogued neatly, organised how you like it so you can easily locate what you want to watch when you want to watch it.

The iTunes Store also holds a growing video collection that you can either rent and watch on your Mac. Both current and classic films are

## Browsing

If we were to make the bold claim that the Mac offers the best way to browse the web, you would probably ask for evidence.

So here's exhibit one: Safari, the Mac's built-in web browser. It's not only one of the fastest and best-looking browsers around, but it also complies with modern web standards, which means that the latest cutting-edge websites should appear exactly as they were intended. Safari also comes with clever features such as private browsing, which hides your browsing history from prying eyes, and a neat 'Top Sites' view that presents small previews of your most-visited sites on one page and lets you visit them with a single click. Very convenient. In Top Sites view, Safari even lets you know when new content has been added to these sites, so you can stay on top of them.

## "Browsing the web on a Mac you're far less susceptible to viruses than on a PC"

available, and there's a good choice of television episodes too, particularly when it comes to comedy. You may have a limited time to watch rented media, but it'll be cheaper for it!

Don't forget podcasts either. Some of the video podcasts in the iTunes Store – all free, remember – offer excellent quality.

While you can play videos fullscreen from within iTunes, you can also opt to activate AirPlay – Apple's wireless streaming technology – which lets you stream video as well as audio from your Mac over a Wi-Fi network through Apple TV. So even if you download your videos to a MacBook, iMac or any other Apple device, you can still enjoy them on a really big screen.

Don't forget that you can also watch live or archived television footage on your Mac through a web browser. The BBC's iPlayer ([www.bbc.co.uk/iplayer](http://www.bbc.co.uk/iplayer)) has earned a fine reputation, but several other channels also offer either a live view or an on-demand service of previously broadcasted television shows.

If your entertainment interests are more cerebral, what about reading a book? iBooks is the go-to app in your Dock. The app works in the same way as the iOS version and all of your previous mobile purchases will be synced with your Mac and appear on your iBooks shelf. While reading, an intuitive interface lets you make bookmarks, highlight passages of text and add notes, and the store is just a click away.

Another great feature, for those of us who hate the ads that clutter webpages, is Safari's Reader mode. With a single click, webpages are transformed to show the important text in a simple scrolling, image-free window. Safari also comes with many other features, from fullscreen mode to one simple search field for both search terms and web addresses.

Exhibit two: choice. It might surprise many, but Macs come with a far bigger range of web browsers than PCs do. You may not find Microsoft's Internet Explorer here, but on top of other big browsing names (Chrome, Firefox and Opera), there are niche alternatives such as Omnipage's OmniWeb ([www.omnipage.com](http://www.omnipage.com)) for you to try.

Exhibit three: security. You'll be more comfortable browsing the web on a Mac because you're far less susceptible to viruses or other malware than on a PC. Especially as Apple has introduced Gatekeeper, a system that provides more control over the apps you download and install and protects your Mac from malicious software. And if it's the kids you're worried about, you can rest assured that Mac OS X comes with a full set of parental controls – found in System Preferences. With the Mavericks update, there are other cool features to enjoy, such as the Sidebar, which provides easy access to your bookmarks, Reading List and shared links from social networks, and a faster all-round performance.

# Ultimate guide



## Music

As the creator of the iPod, the most successful music player in history, Apple has long had a special relationship with music. "Why music?" asked Apple legend Steve Jobs rhetorically in 2001, the year iTunes was launched. "We love music. It's part of everyone's life." Nowhere is this view more apparent than within iTunes.

Some will use the app as a simple music player, either with music imported from their CD collection or with that bought directly from the iTunes Store. Through iTunes it is easy to browse and preview single tracks, buy them with a single click and be listening to them on your Mac seconds later. Gone are the days of waiting until the shops are open to get your hands on a much-anticipated release!

Others will use their Mac as an audio hub. iTunes can sync your music library to iPods, iPhones and iPads wirelessly by using your personal iCloud account, so you can take your tracks wherever you go. What's more, with the recent addition of Apple Music, the service has taken a huge market-leading leap. Apple Music is a subscription-based music streaming facility allowing you to access a limitless number of songs and albums for a single monthly payment.

iTunes also comes with a cool feature called AirPlay. If you have a compatible device, such as AirPlay-enabled speakers, an AirPort Express wireless device or an Apple TV, you can stream your music from your Mac straight to them. Home Sharing also allows you to share your music with other iTunes users connected to your home network.

The Mac isn't just great for listening to music. You can create it too, thanks to GarageBand. GarageBand allows you to create your own music, either using the built-in instruments or by recording a real instrument by plugging it into your Mac. Even if you're an absolute beginner, GarageBand can be fun. You can drag pre-built 'loops' of audio onto tracks to build up a song, and even begin to learn how to play an instrument by downloading free basic music lessons from within the program.

# Top 10 tips



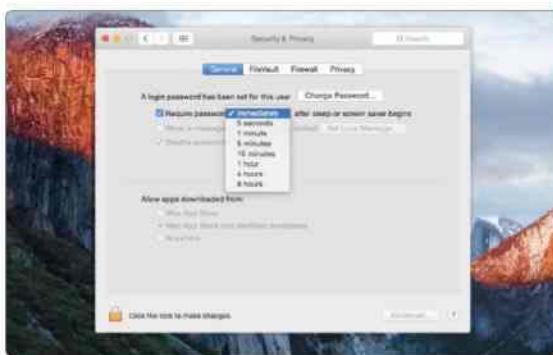
### 01: Using Spotlight

OS X's Spotlight search enables you to find text, and image or movie files anywhere on your Mac (even if they're buried deep inside an old email that you were sent ages ago). Click on the Spotlight icon at the top right of the screen and type a phrase into the search field. Then click Show All to see search results from a variety of sources. You can also customise Spotlight to meet your specific needs.



### 02: Changing brightness/volume

We all like to work in different ways, especially when it comes to sound volume and image brightness. You can control sound volume using sliders within an app like iTunes, or instead drag the master volume slider up or down from the top right of the main menu bar. To change Brightness, simply use the slider in the System Preferences>Displays option.



### 03: Setting up passwords

If you pop out of the office and leave your Mac unattended, you can get it to lock when the screensaver activates. Go to System Preferences>Security & Privacy and then select the General tab. Click the option to 'Require password after sleep or screensaver begins', then pick a time for this password protection to kick in.



### 04: Minimising/maximising windows

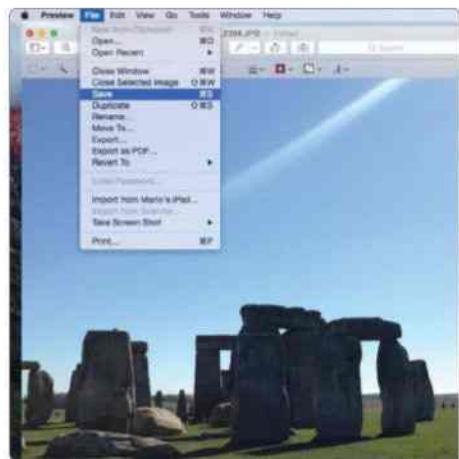
The desktop can soon get cluttered with multiple open Finder or app windows. You can use Mission Control to tile them, then click on the one that you want to view full size. Alternatively, click on the yellow Minimize icon at the top left of any window and it'll shrink down to the Dock. The green Maximize icon will make the window expand back up to full size.

Mac OS X is a joy to use compared to Windows, with many user-friendly and powerful features that make your life easier. Here are some top tips to get started with OS X, from changing the appearance of your desktop to creating multiple user accounts and securing your system



## 05: Change the background

To make yourself feel more at home you can change the default desktop background. Go to Apple>System Preferences>Desktop & Screensaver. Browse through a variety of themed folders for an eye-catching image (or rummage through your Photos Library for something more personal). Click to select a new background.



## 09: Save edited files under another name

Let's say you've adjusted the colour of an image using Preview. Go to File>Save As and give the file a name. Click on your house-shaped Home directory and browse to the Pictures folder. Click Save. The edited version of the shot can then be found and reopened by going to the Pictures folder.



## 06: Set up multiple user accounts

To stop others tinkering with your files or settings, give them their own user account. Go to Apple>System Preferences>Users & Groups. Click the padlock and enter your Admin password. Click '+' to add a new account. This user can then choose their own password. Any changes they make to things like the desktop background will be unique to their account.



## 10: Log off and shut down

To log off after a hard day's work (or a fun gaming session) go to Apple>Log Out. Click the Log Out button. This will take you to the Mac OS X screen, where you can click Shut Down (or let someone else log in to use their account). Alternatively, press your Mac's power button and choose the Shut Down option.



## 07: Create and rename folders

To create a new folder, click on the Gear icon at the top of an existing folder and then choose New Folder from the dropdown menu. Alternatively, on the menu bar at the top, head to File>New Folder. By default, each folder is labelled as 'untitled'. Click on the label and then type something more informative.

## 08: Add applications to your Dock

Docking a favourite application makes it easier to access. Browse to the Applications folder to see a specific application's icon and then drag it to the Dock. You can then launch it by clicking on its docked icon. Remove unwanted docked applications by dragging them from the Dock. They'll vanish in an animated puff of smoke!

# Ultimate guide

# The Dock

The Dock at the bottom of the screen enables you to access commonly used applications with ease

**Finder**  
Think of this as a doorway to other folders and applications. The Finder helps you find and access any file

**Launchpad**  
Clicking this icon will bring up a window containing all of the apps on your machine, making it easy to launch them

**Safari**  
Fire up Apple's native web browser by clicking here, then enjoy a safe and pop-up-free surf

**Messages**  
The new Messages app lets users send free iMessages to any other Macs, iPhones, iPads and iPod touch devices, including those of your friends

**Game Center**  
Another recent addition to OS X is Game Center, which lets you find games, challenge friends and share scores

**Mission Control**  
Click this icon to view all of your open files and apps, making it easy to find any files or windows currently open on your desktop quickly

**Dashboard**  
Click here to access a variety of handy floating widgets, including a clock, calculator, calendar and even a weather forecast

**Mail**  
Launch the Mail app by clicking here and follow the step-by-step instructions to set up an account

**Contacts**  
This app lets you store vital contact info. With Mavericks you can update this by using all of your Facebook contacts

**Calendar**  
Keep track of important dates and events using this powerful but easy-to-master calendar app

**iTunes**  
Import music from disc or purchase it from the iTunes Store and play it on your Mac. You can also buy iOS apps here



## Photos

If the extent of your photo organisation in the past has been to loosely organise them in folders on your PC, or even just to shove prints in a shoebox, you'll be stunned by the organisational prowess of your Mac's Photos app.

Photos gives you a whole new way to easily sort and group your photos. For example, its Faces feature automatically recognises faces in images and lets you add names to them. Photos learns from your choices and can suggest other photos

that might include that person. After a while, this automatic recognition gets very good. You can then browse your photos in a special Faces view which gathers all photos of one person together.

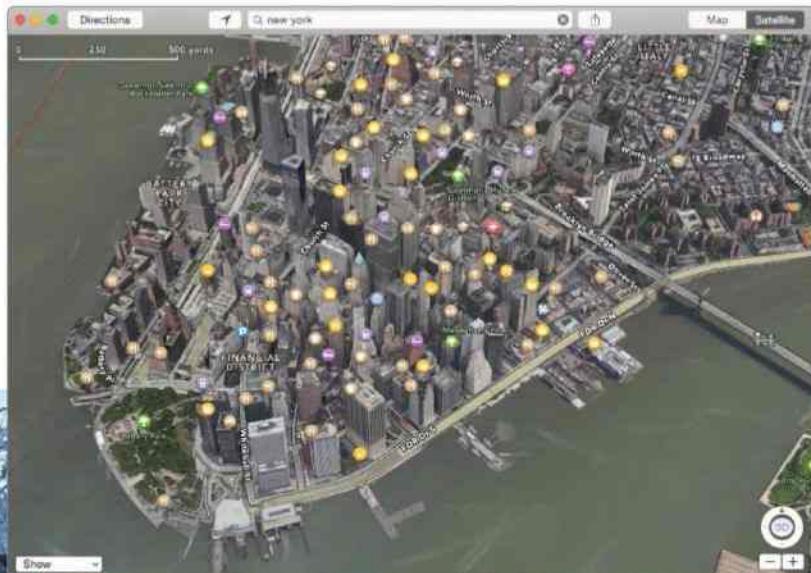
In the same way, Photos' Places view uses location information often embedded in a digital image to display their location on a map, while an Events view groups photos by the date that they were taken. And if that's not enough flexibility for you, check out Photos' Smart Folders, whose contents automatically update to hold images depending on the criteria that you set.

If there's a downside to digital photography, it's the tendency for shots to be kept on your computer rather than shared. Photos, however, encourages you to post images to Facebook or photo sharing site Flickr. And if you're after permanent gifts, it can

design letterpress cards, books and calendars that can be ordered from within the program.

Storing photos in Photos also makes them available in other iLife and iWork programs, making it easy to add images to slides in Keynote. Photos isn't an all-singing, all-dancing photo editor in the vein of Photoshop, but it will happily handle the basics very well. You can crop, straighten and correct odd colours in a photograph easily and its tool to correct red-eye is almost foolproof.

Perhaps the best feature of all though is that through your personal iCloud, you can activate Photo Stream, which automatically pushes photos taken on your iPhone or iPad to all of your devices, including your Mac, without the need to plug anything in or manually transfer files. Never be without your treasured shots again!



**App Store**  
This bustling online store is where you can purchase apps for your Mac. The format makes it easy to search and browse through apps by category

**Reminders**  
Create quick and easy to-do lists, set yourself alerts and then get them synced across all of your OS/iOS devices

**Notes**  
The new Notes app lets you create quick and easy notes, place them on your desktop and then sync them across all devices using iCloud

**Maps**  
Another OS X Mavericks addition, Maps lets you explore the world in fullscreen and marvel at the wonder of 3D Flyover mode



**iBooks**  
A new addition with Mavericks, iBooks lets you access all of your iOS books and read them easily

**Photo Booth**  
The Mac is also a great place to have fun and this photo manipulation app is a big hit with the kids

**iPhoto**  
This app enables you to store and edit your photos. In newer editions of OS X the app has been updated and named Photos

**Time Machine**  
If you plug an external hard drive into your Mac, you can then use this app to back up the entire contents of your computer

**System Preferences**  
You can do a host of things here, from changing the desktop wallpaper to modifying the size, shape and location of the Dock

**Trash**  
Click on this icon to have a quick check of its contents, then Control-click on it to find the Empty Trash option



## Video

What do *True Grit* and *The Social Network* have in common? Apart from being two box-office blockbusters, both movies were edited on a Mac using Mac-only software. It's a growing trend, and one that's becoming accessible to more people – not just professional film-makers. Ten years ago, you would have needed to sell your house and car to be able to afford that sort of editing functionality, but now you can do it using equipment costing just a few hundred pounds.

If you've got a video camera and a Mac, you already have all the hardware you need. If your camera is a relatively recent model, it's a decent bet that you'll be able to start working with it without even having to install drivers or tweak settings.

While many top-of-the-range movies are edited using the high-end Final Cut Pro on the Mac, iLife's own bundled iMovie is the gold standard of home video editing. Editing in iMovie is as simple as importing your footage and then placing it into a project area. Simply drag and drop to add transitions between scenes or titles, and there's a full array of sound effects that you can use to enhance the audio quality. Even if your original footage isn't top quality, iMovie can improve it. It has a stabilisation tool to correct shaky video and individual clips can be colour-corrected. The

professional look is enhanced through iMovie 11's templates that help you quickly create short and memorable trailers for your work.

The real beauty of iLife applications is the way that they work together. With the iLife media browser, you can add a soundtrack from iTunes or images from Photos or even export your video to iDVD to create permanent keepsakes on disc. That's not the only export option either: you can also share directly to popular video-sharing sites such as YouTube or Vimeo.

And naturally, there's an easy transition to even more powerful tools. Final Cut Pro X isn't too expensive (£199.99/\$299.99), and it is the latest version of the famous Final Cut editing suite. It imports existing iMovie projects while allowing you to work with multiple audio and video tracks.

# Ultimate guide



## Gaming

It used to be said that the Mac lagged behind Windows when it came to games, but that's far less true now. There are plenty of reasons for this change. The attention of games developers has been grabbed by the Mac's ever-increasing market share. Also, the Mac's transition to running on Intel processors a few years ago resulted in both performance improvements and easier porting of games from the PC platform.

The arrival of the Mac App Store has also proved critical. It has given exposure to Mac games developers who would otherwise struggle for the limelight. That has benefited the developers of games like *Call Of Duty* and *Batman: Arkham Asylum*, which have been some of the App Store's biggest sellers since it launched in January 2011.

The arrival of the Mac App Store has also encouraged existing iPhone and iPod games developers, already familiar with the App Store format and Apple's development tools, to try their hand at the Mac games.

The conversion process is comparatively simple, and as a result, titles that originally grabbed attention on the iPhone, such as *Angry Birds*, *Flight Control* and *Plants Vs Zombies*, have been ported successfully to the Mac. Crucially, in many cases, this transfer has come ahead of their arrival on PC or console systems.

And Mac users don't just have a better choice of games now. The arrival of Game Center means it has never been easier to shop for Mac games (via Game Center's internal link to the Games section of the App Store), and you can also use it to compare scores and challenge your friends online.

There's another reason for the Mac's growth: the arrival on the Mac platform of Steam, a digital distribution platform that boasted 25 million user accounts before it arrived on the Mac. However, now Mac gamers have feature parity: Steam games release simultaneously on Windows and Mac. If you're a Windows Steam user, though, there's great news: if you already own the PC version of a game on Steam, you get Mac versions at no extra charge.



## Shortcut tips

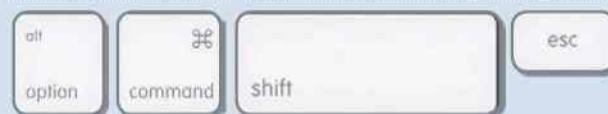
The brilliant thing about OS X is the way it lets you control the way your Mac behaves with a few taps on the keyboard. These keyboard shortcuts can speed up the way you interact with your Mac, so you are able to clear away clutter, find files fast or jump between open applications in a click. By knowing the keyboard shortcut for a command, you no longer have to drag the mouse up to the main menu and rummage around in submenus!

We'll cover shortcuts that work with OS X, plus show you some generic key combinations that will work in most applications (like copying and pasting). Many shortcuts use the key with the Apple logo on it – we'll refer to this as the Command key in our tips, since some wireless keyboards don't feature the Apple logo on the Command key. The key with Alt on it is the Option key.



### Command+Z

This is the Undo function in most applications.



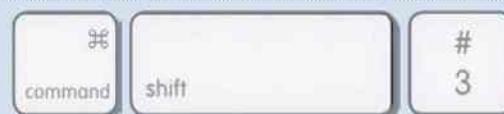
### Option+Shift+Command+Escape

If you hold these keys down for three seconds, you'll Force Quit the currently-open app. Only do this if an app freezes up.



### Command+C

Copies selected text, documents or even images.



### Command+Shift+3

Takes a screenshot of your display and saves it as an image file to the desktop.



### Command+V

Pastes anything you copied with the Cmd+C shortcut.



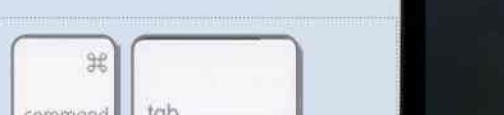
### Command+S

This shortcut saves the current document, using the same name.



### Command+N

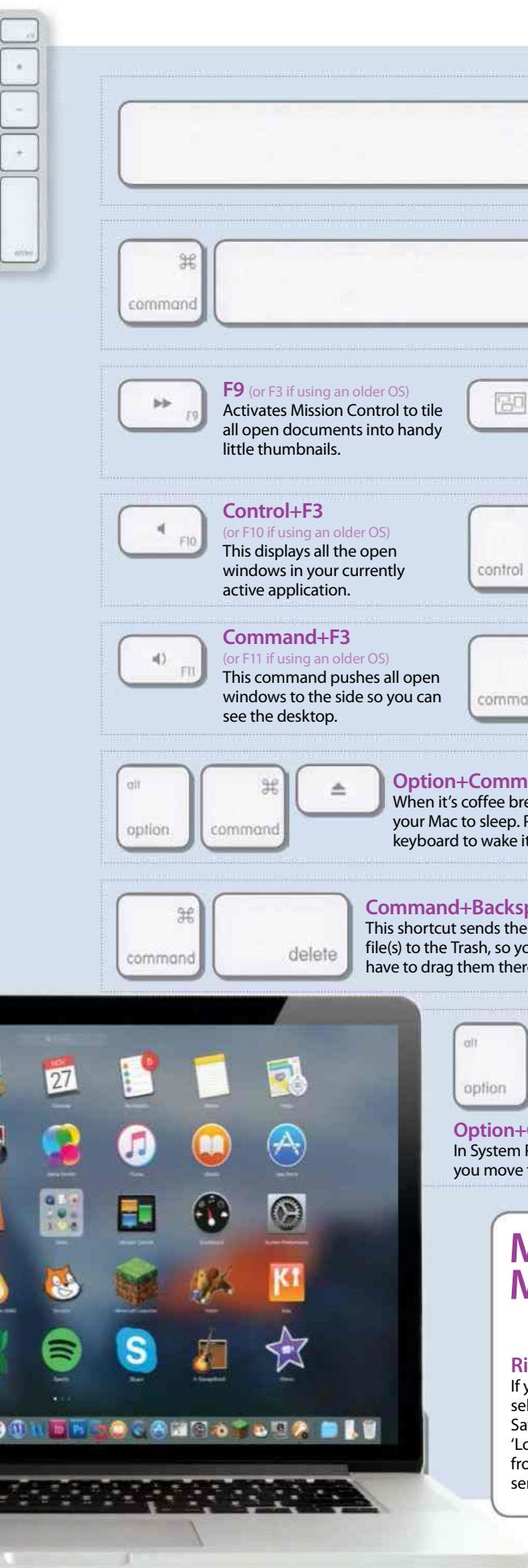
This will give you a new document in any application you're using.



### Command+Tab

This activates a handy mini-Dock. Keep pressing Tab to switch between currently open applications.





### Spacebar

Tap the Spacebar when you've selected an image or document in Finder to get a Quick Look at its contents without having to open it.

### Command+Space

This shortcut opens the Spotlight Search window. You can immediately start typing a search term.

### F9 (or F3 if using an older OS)

Activates Mission Control to tile all open documents into handy little thumbnails.

### Control+F3

(or F10 if using an older OS)

This displays all the open windows in your currently active application.

### Command+F3

(or F11 if using an older OS)

This command pushes all open windows to the side so you can see the desktop.

### Option+Command+Eject

When it's coffee break time, this will put your Mac to sleep. Push any key on the keyboard to wake it up again.

### Command+Backspace

This shortcut sends the selected file(s) to the Trash, so you don't have to drag them there.



### Option+Command+D

In System Preferences, you can make the Dock pop up when you move the mouse over it, or press Option+Command+D.

“Shortcuts can speed up the way you work”



## Office

If you didn't think of the Mac as an office workhorse, think again. Easy to use, supremely resistant to viruses and coming with a reputation for reliability, Apple desktops and laptops tick plenty of hard-nosed business boxes.

But what about the software? The good news is that the dominant office software is available on the Mac – and it's just as good as the one on Windows. Microsoft Office 11 for Mac has virtually the same functionality as its PC sibling, but looks better. You can swap Word and Excel files with PC users and even share Outlook calendars on a connected server. Plus, recent Macs come with built-in support for Microsoft Exchange Server 2007, so if you use Exchange at work, the chances are that you can access all your emails and calendars at home too.

Apple has been making its own steps into the office space too. Its Mac-only iWork suite, the components of which are now free to download, also features word processing, spreadsheet and presentation capabilities. If its word processing and spreadsheet tools lack the complete range of functions of Microsoft's equivalent tools, they are at least arguably easier to use. iWork's Keynote presentation software is a genuine alternative to PowerPoint, with its more polished templates and more impressive transitions.

iWork files are also Office compatible: files saved in Office on the PC can be opened in Pages, Numbers and Keynote, while you can export them from iWork in PC format too. What's more, you can sync documents to your iCloud and access them from any computer or iOS device in the world to continue working on them – and everything saves automatically so you don't have to worry about work being lost. The only thing missing in both the Microsoft Office and iWork suites is a decent database, but even here you're spoiled for choice: pick between Filemaker ([www.filemaker.com](http://www.filemaker.com)) or iDatabase ([www.apimac.com/mac/idatabase](http://www.apimac.com/mac/idatabase)), which presents a budget alternative.

Office work isn't all about spreadsheets, letters and slideshows, though. What about managing your accounts? There's plenty of choice here too. AccountEdge ([www.mamut.com/uk/mac/accountedge](http://www.mamut.com/uk/mac/accountedge)) and Business Accountz ([www.accountz.com](http://www.accountz.com)) are both reasonably priced and capable desktop applications. So you see, Macs cover all bases when it comes to personal and professional use.

## MAGIC MOUSE

### Right click

If you do this while selecting a word in Safari, you can choose 'Look Up in Dictionary' from the context-sensitive pop-up menu.



### Scroll

There's no wheel on this mouse; just slide your finger down the middle to scroll.

### Control+Scroll

This combo enables you to zoom in to get a magnified view of what's on the screen.

# Ultimate guide



## Productivity

Keeping yourself organised has never been more demanding. But your Mac, and its built-in calendar application, can help you to keep on top of things. Calendar (formerly iCal) supports multiple calendars – so you can track work and family commitments separately – and you can view calendars in several ways: by day, week or month. You can invite others to events you create and set an alarm to remind you before it starts.

The calendar also lets you sync appointments with iPhone, iPod touch or iPad Calendar apps, using iTunes as a handy go-between. If you use Apple's iCloud service, you will also have the ability to sync your calendar without a physical connection, and you will be able to share calendars between multiple Macs too.

Beyond its calendar, the Mac has been built to take control of the chores while you do what you want to do. For example, every computer user knows they ought to back up regularly, but the organising of backup discs and choosing what to copy invariably gets in the way. Not on a Mac. Here, backing up is as simple as attaching an external drive. Apple's Time Machine backup utility takes care of the rest.

To be truly productive, you need to get as much done as possible while avoiding those repetitive tasks that can take up a lot of your time and become quite frustrating. Automator is a drag-and-drop tool for automating common chores. You build a workflow by piecing together actions and the saved result automates the task in the future. With some applications, you can just record your mouse and keyboard movements and save the result to an Automator workflow, where they can be stored and replayed. It's like programming without the hard work.

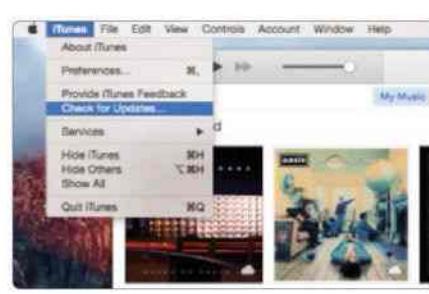
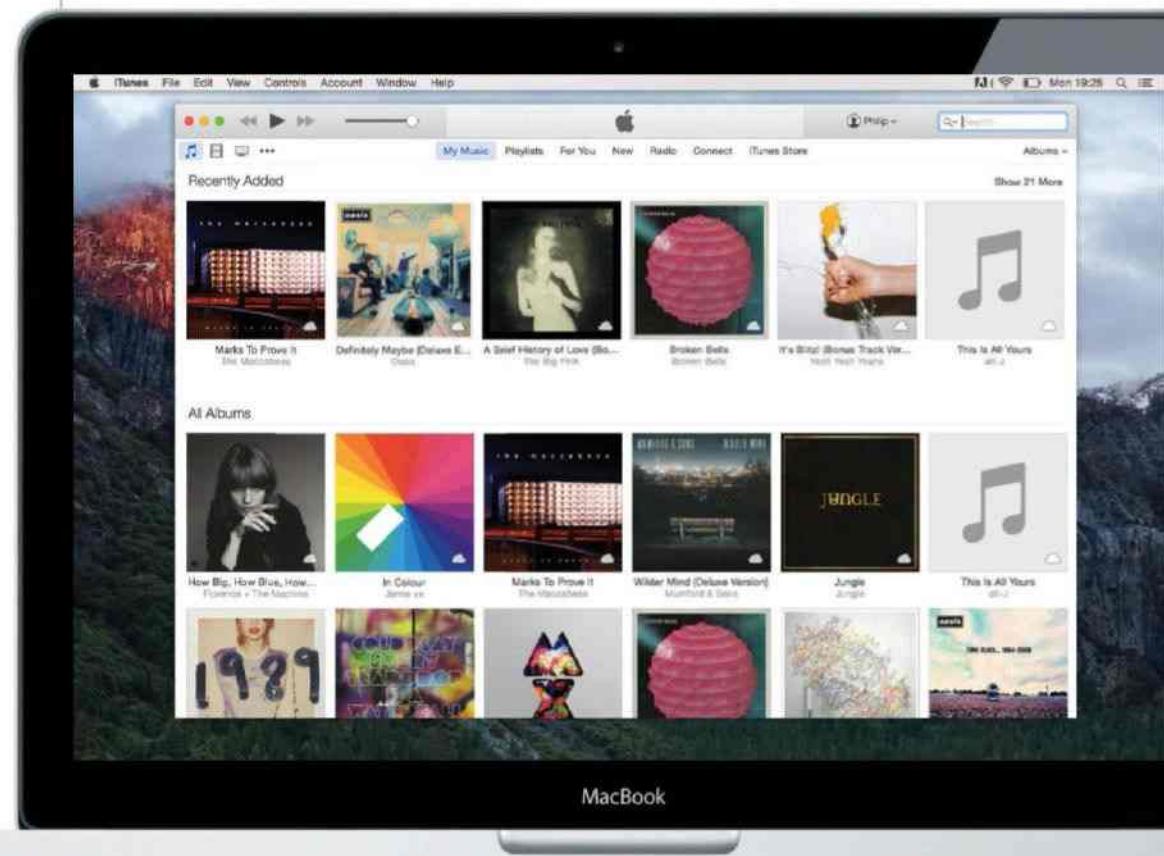
Another often overlooked productivity treat for many Mac users is Services, which comprises small pieces of functionality that can be shared between different applications. Accessed from the application menu (if you are in iTunes, for example, Services can be found under the iTunes menu), services suitable for the current application automatically appear – so if you're working in a word processor, you might see a service to send the currently selected text in an email. Furthermore, if you don't find a service you would like to see, you can easily build one of your own – using Automator, of course. There are plenty of options on your Mac to make you more productive.

## iTunes top tips

Organise your music collection with iTunes, stream over 30 million tracks with Apple Music and sync songs with mobile devices

The way that we manage music has changed dramatically since iTunes and mobile devices like the iPod and iPhone came along. Once you've copied your CDs into your iTunes app, you'll rediscover music you haven't listened to for years. Think of iTunes as your personal digital jukebox! You can use it to store and organise your music

collection, as well as discover and buy new music (or movies) via the iTunes Store. That's moved on even more with the addition of Apple Music, with its paid-monthly subscription service and 24-hour radio station, Beats One. Here's are some of the ways you can take advantage of iTunes 12, the latest version.



### New software

Like other apps, iTunes is always evolving to include improved performance and extra features. You may be informed that newer versions of iTunes are available when you open the app, but you can also check out any updates by going to the iTunes menu (look next to the Apple icon in the top menu bar) and choosing Check For Updates. You can then download and install the latest version of iTunes.

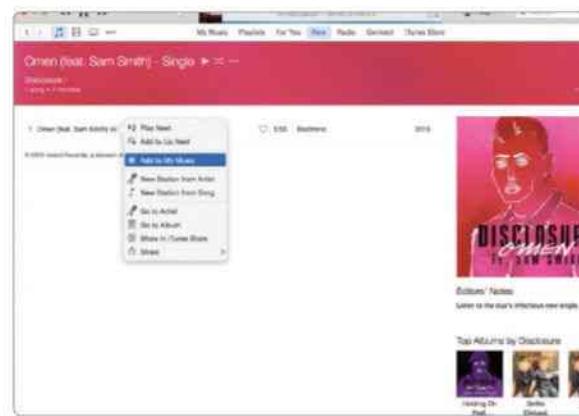


## MiniPlayer

To reduce the size of the iTunes interface, simply go to Window>Switch to MiniPlayer. This turns iTunes into a small floating mini player that enables you to perform useful commands like playing, pausing, jumping forward to the next song or even searching your library. You can adjust volume here too by using the slider in the AirPlay menu.

## Add to My Music

If you're using the Apple Music trial or you're all officially signed up, you have access to the entire iTunes catalogue, which totals a staggering 30 million tracks. When you come across music that you want to add to your library (you don't have to buy it), find the three-dot icon and select Add to My Music from the drop-down menu that appears. That track or album will now live in the My Music tab in iTunes.



“Once you've copied your CDs into your iTunes app, you may rediscover music you haven't listened to for years”



## For You

The more you use Apple Music, the better it gets at predicting what you want to hear. If you spend a little time telling the streaming service what you like (head to your user account and select Choose Artists For You), including genres and artists, then your For You tab will be filled with personal playlists guaranteed to make you smile. For You also picks up on every time you 'favourite' a track or album by clicking on the heart symbol. You'll be amazed by how accurate Apple Music soon becomes.



## Get Album Artwork

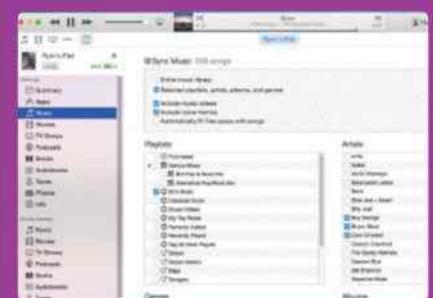
If an album in your Library isn't displaying the cover, right-click on it and choose Get Album Artwork. iTunes will then trawl an online database for appropriate covers. If no album art can be found then you may need to adjust the info. Right-click on the album, choose Get Info and then tweak and amend the info before trying again.

# Sync an iPhone or iPad



## 01: Plug in your gadget

When you plug your iPhone (or iPad) into your Mac via a USB cable, click on the relevant icon under Devices. Click Summary. Tick 'Open iTunes when this iPad (or iPhone) is connected'. Tick 'Sync only checked songs and videos'.



## 02: Choose what to sync

Click on the Music tab in the main window. Tick Sync Music to see songs on your Mac. Tick Selected playlists, artists, albums and genres. Tick the playlists or albums that you want to sync onto your iPad/iPhone.



## 03: Sync

You can also tick boxes to sync apps, movies, TV shows and photos. Use the Info tab to sync Contacts and even Safari bookmarks. Click Apply to start syncing. This will transfer content from your iTunes Library onto your mobile device.

# Ultimate guide

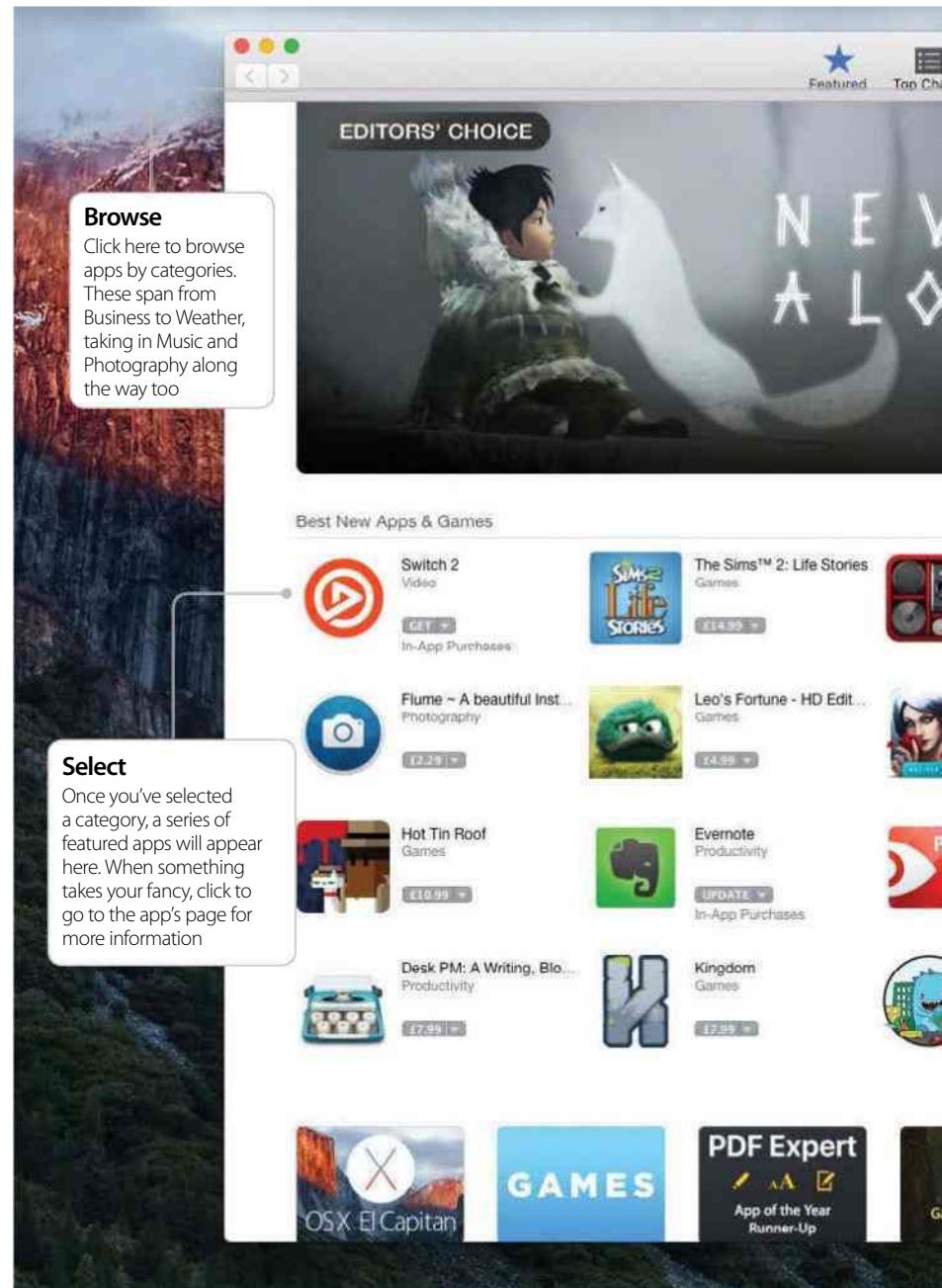
## Mac App Store

Browse thousands of Mac applications, all located in one convenient App Store

Launched back in July 2008, Apple's original App Store was initially accessible via an app on the iPhone – and subsequently the iPod touch and iPad – enabling users of those devices to peruse thousands of downloadable apps designed for iOS devices. Apps span a wide range of categories (from Photography to Education) and let you extend your iPhone's functionality in many exciting ways. The iPhone-centric App Store has proven incredibly successful, so there was little surprise when a Mac OS X App Store appeared early in 2011. On its first day, the new Mac App Store sold a million apps.

The Mac App Store enables you to find useful software for your iMac or MacBook in one convenient place, without having to trawl the internet. To browse it, you'll need the Mac App Store app, which is available by default with OS X Mavericks (you can use your Apple>Software Update menu command to install the latest version of older operating systems). Once you've updated Mac OS X, the Mac App Store will appear in your Dock. Double-click on the app's icon to fire it up.

As there are thousands of Mac apps to explore, finding what you need can be daunting, so it's worth rummaging through one of the 21 categories first. As with the iOS App Store, these Mac app categories cover a wide range topics, including Games and Social Networking. Once you've found a category that you're interested in, you can refine your search by looking at the Top Paid or Top Free Apps to see what is popular. Alternatively, you can search the App Store with a relevant keyword. Once you've clicked on an app that catches your eye, you can find out more about it by viewing screenshots of its interface. More importantly, you can read the reviews of people who've already downloaded the app to see whether it's worth your time (and money!).



20 Mac for Beginners



## Communication

The Mac is all about communication, whether by email, text message or video. Apple Mail, the email program that sits in the Dock of every Mac, is a superb way to keep in touch with friends, family and colleagues. It can handle multiple email accounts and, thanks to the Mac's Spotlight search engine, all its messages can be

searched in an instant. Want to add files or photos to your email? Just drag them over your message window or use Mail's photo browser to grab snaps from your Photos collection. In Mail, email doesn't need to be drab: you can style it using beautifully designed templates.

Mail is clever too, analysing the contents of incoming messages, not just to check whether they contain spam – in which case they will be neatly removed from view – but also to interpret the contents. So if you get an email asking you to meet someone tomorrow at one, you can click on this invitation to add it to your iCal calendar. And Mail

The screenshot shows the Mac App Store's main page. At the top, there are navigation links for 'Categories', 'Purchased', and 'Updates'. Below this is a search bar with the placeholder 'Search'. A callout box labeled 'Search' explains that users can type the name of a Mac app into the search field to go to its page. The main content area displays a grid of app icons, including 'CameraBag 2', 'Trine 3: The Artifacts of ...', 'Vampire Legends: The T...', 'PDF Expert by Readdle', 'Teeny Tokyo: A Small Y...', '80 Days', 'Tonality', and 'Aurora HDR'. To the right of the grid is a 'Quick Links' sidebar with links to 'Welcome', 'Account', 'Redeem', and 'Support'. Below the sidebar is a 'Drop-down menu' section with a callout box explaining how to use the menu to change categories quickly. The menu includes links like 'OS X El Capitan', 'Apps Made by Apple', 'New to the Mac App Store?', 'Great Free Apps & Games', 'Editors' Choice', 'Final Cut Pro X', 'Logic Pro X', 'Apps for Developers', 'Apps for Designers', 'Notification Center Widgets', 'In the Director's Chair', 'Macs in Class', 'Explore Your Creativity', 'Making Music', 'Money Management', 'Personal Projects', and '@Work'. At the bottom of the page, there is a 'Paid' section with a callout box for 'Top 10' paid apps, followed by a 'See All' link.

works neatly with the Mac's own application for storing contacts – Address Book – which syncs with your iPhone or iPad via iCloud, so your contacts are with you all the time.

Facebook is becoming an ever more popular way to communicate and while most people are happy using the Facebook website, there are plenty of Mac applications that integrate with it. Even Photos offers a way to upload your images directly to your Facebook account – and comments about the photo made by Facebook friends can be seen within Photos. You can also use the web to keep up with your Twitter contacts – although it's easier to

use one of the Mac's own applications: the Twitter application itself is a free download from the Mac App Store.

FaceTime is another cool feature that allows you to have a video chat with other FaceTime users, whether on the Mac, iPhone, iPad or iPod touch. If you prefer to do your talking via text message, then Apple's own Messages app is perfect.

But if you want to keep up with friends using other text messaging services, such as AOL Instant Messenger, look no further than the excellent Adium ([www.adium.im](http://www.adium.im)). The possibilities for communication are endless.



## Creativity

The Mac, at its heart, is a creative tool. It seems to have always been that way. The desktop publishing industry began on the Mac back in the Eighties and, 30 years later, today's web design industry still favours the platform. How can that be? Perhaps the Mac's ease of use has something to do with it, or the fact that creative peripherals, such as drawing tablets, are designed to work seamlessly on it.

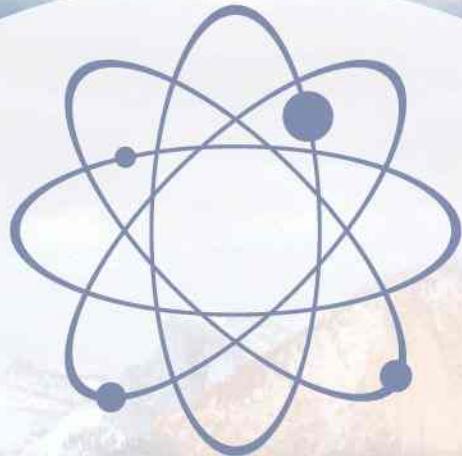
It's as likely, though, that the quality of Apple's hardware strikes a note with creatives. And that applies from a practical, as much as an aesthetic, point of view. Those Mac screens – particularly the larger iMac displays – not only look great, but offer great colour reproduction. And the Mac's built-in ColorSync technology ensures that what's great-looking on screen will look just as good (and colour-accurate) when it prints out.

Above all, it's the software that appeals. A quick scan of the Mac App Store will reveal dozens of cool budget drawing and illustration tools – not forgetting Pages' superb layout tools – while the industry-standard design applications all work well on the Mac, from QuarkXPress to Adobe's Creative Suite, which comprises popular applications such as image editor Photoshop, drawing tool Illustrator and page layout application InDesign.

The web is the catalyst for much creative work nowadays. For those who want to put a creative site together without having to get their hands dirty with code, Pages, which comes as part of the iWork suite, is a great start. You can base your website on pre-built templates and customise it by dragging other iLife components – video from iMovie, images from Photos or audio from iTunes – into it. Instead of having to hand-code functionality to add features such as embedded YouTube videos, you can just drag a widget to your page. Publishing to the web is a single click away.

If Pages whets your appetite to get more serious about web development, there are plenty of more powerful tools available to help. Another Mac-only tool, Coda ([www.panic.com/coda](http://www.panic.com/coda)), offers a single window coding environment that's popular with Mac web coders and developers.

**"There are dozens of cool budget drawing and illustration tools in the Mac App Store"**



# Discover OS X El Capitan

Make the most of Apple's latest operating system and discover the secrets of El Capitan

**E**l Capitan might not be new now, but there's still plenty left to explore. With Apple's Keynotes getting increasingly busy, there is less and less time devoted to OS X, which means that there are still hidden features to find and tips and tricks to master, long after the dust has settled on the App Store.

With so many headline features like Split View and Metal dedicated to the power users, you'd be forgiven for thinking that this update is designed to make your Mac more powerful than ever. Unfortunately, there are plenty of cases where the opposite is true. System Integrity Protection, a new security feature, is putting a stop to a number of hacks and customisation apps and even simple things like securely

emptying the Trash are now hidden away. Luckily for you, we've had some time to explore Apple's latest OS X offering and compile a definitive list of El Capitan Power Tips.

Read on and we'll show you how to disable System Integrity Protection if it's breaking any of your much-loved customisation apps. We'll also show you hidden settings, advanced voice control and a whole lot more.

As ever, some of these power tips come with a word of caution. Some of them deliberately undo Apple's efforts to keep you out of the more precarious parts of El Capitan's setup, so tread carefully. We'll flag them up along the way, though. Until then, grab your Mac and get ready to see a whole new side to El Capitan.

# Tweak El Capitan's new features

Here's what's new and useful to know in System Preferences



If you really want to know what's new (but not necessarily obvious) in El Capitan, the best place to start is System Preferences. It's every self-respecting power user's go-to for those times when a new feature gets in the way of a tried and tested workflow.

With every new OS X release, it's always worth having a look around System Preferences to see what's changed, especially if it means you can tweak, enable or disable new features.

If you haven't done this already, don't worry. Follow our guided tour below and we'll show you exactly what's new in System Preferences. Whether it's restoring the old behaviour of Mission Control or killing that annoying enlarging mouse, we've got you covered. Best of all, there's no daunting coding to do!



## Missing a pane or two?

If you can't find a preference pane within the main System Preferences window, click on View>Customize... to see what's missing. Select any panes you'd like to restore.



### Mouse getting bigger?

If you're not a fan of Apple's attempt at making it easy to find your mouse, head to the Accessibility pane and, under the Display tab, deselect 'Shake mouse pointer to locate'.



### Clean your screen

Like the Dock, your Mac's menu bar can now be automatically shown when you hover near the top of your screen. You'll find the option to enable this under the General pane.



### Mission under control

Mission Control now shows windows in their relative locations and doesn't group them, but if you missed that old Yosemite behaviour, you can bring it back here in System Preferences.



### Dig up Dashboard

If you're wondering where the Dashboard has gone, you'll be pleased to know that it's not quite dead and buried yet. It's just turned off by default and easily turned back on.

## Four quick power tips

### 01: Natural language

Apple has made a big deal about searching in Spotlight with natural language, but you can also do it in Mail's search box. In fact, it's even more useful here.

### 02: Free apps password

Under System Preferences> App Store, there's now an option to save your Apple ID password for free app purchases, so you don't have to enter it every time.

### 03: Copy file pathnames

Right-click any file on your desktop or Finder window and hold Alt for an option to copy the file's pathname. Great for pasting to your next Terminal command.

### 04: Skip the trash

By including Alt when you hit Cmd+Backspace to delete a file, you can delete it immediately and skip the Trash can altogether (this can't be undone).

# Master your Mac



## Step-by-step

## Set up Split View



### 01: Set your split

To get started, set up a Split View with two compatible apps, ideally Apple's own. Click and dragging on the green button on the first.



### 02: Split the difference

By default, Split View gives equal screen space to each app, but you can change this by clicking and dragging on the divider in the middle of the screen.



### 03: Sidebar be gone!

As you give less space to certain apps, they'll hide parts of their UI to make more room for important bits. Mail's Mailboxes sidebar is one example.



### 04: See the sidebar

Seeing a hidden sidebar in Split View is as easy as holding your mouse over the side of the app that it's missing from and waiting for it to slide into view.



### 05: Swap an app

Rather than exiting Split View and starting again, swapping the sides that apps sit on is as easy as clicking and dragging their title bars left or right.



### 06: Shut it down

To quickly exit Split View, bring up Mission Control and hover at the top corner of your Split View space, then click the icon that appears to split your apps up.

## Supercharge Photos with extensions

To many power users, losing Aperture in favour of the less powerful Photos app was a compromise too far. But in the long-term, editing extensions for Apple's catch-all photo editor look to strengthen up that offering again. From single-feature options to powerful Pixelmator, here's our pick of the best.



### Pixelmator

Pixelmator is an iCreate favourite, and the Photos extension does nothing to change this. The offering, built entirely in Apple's Swift language, is a powerful way to distort images – for better or for worse!





# Tweak your Safari Reader experience

Don't let ads and clutter get in your way

## Struggling to see?

The option to change the size of fonts has always been a feature of Safari Reader, but now it's especially important as different fonts look better at different sizes.

## Should you upgrade to the new Retina 4K 21.5-inch iMac?

The launch of the Retina 4K 21.5-inch iMac was long overdue, but now that it's here, it's time to see what Apple has been working on in regards to their Mac products. While having an upgraded Retina 4K iMac may seem like an initially good idea, is it really worth the upgrade? Well, yes in all honesty. One of the clear benefits of buying a Retina 4K iMac is that you're getting an upgraded machine in nearly all departments. The display can boast a staggering 9 million pixels, ideal for all the 4K footage you're going to want to use and there's a monstrous Intel processor onboard for your gaming needs. For those with the extra cash, Apple are also enabling users to upgrade various areas of the Retina 4K iMac. More storage, a better processor and even a new Magic Mouse and Magic Keyboard can be bundled in as extras. With prices starting at \$1500, upgrading to the new iMac isn't cheap. Plus, with the inevitable extras you'll arguably want to invest in, you can expect to pay closer to the \$2000 mark. That aside, there's no denying that the new Retina 4K iMac is an amazing piece of kit. No matter if you're considering buying your first iMac, or looking to upgrade, the Retina 4K 21.5-inch is certainly worth checking out.

## Find your font

There's now eight fonts to choose from. Generally speaking, Serif fonts are easier to read, but Apple's new Sans-Serif – San Francisco – does look great at larger sizes.

## Open your options

Safari Reader might have been around since 2010, but now there are a few more options to explore. To start, enter Reader mode on any article and click the Aa icon.

## Pick a theme

The new Sepia and Night themes make Safari reduce brightness, increase contrast and ensure things are a little easier on the eyes if you're reading late into the night.

## Taking Split View further

If you want a more custom set of spaces than Split View offers, take a look at BetterSnapTool (£1.49/\$1.99) on the App Store. It's highly customisable and cheap.

## Switch between tabs fast

El Capitan has tweaked Safari's keyboard shortcuts, making navigating between tabs quicker than ever. Just hit Cmd+1 for the first tab, Cmd+2 for the second tab and so on. These shortcuts used to fire off bookmarks in your Bookmarks bar, and if you want that functionality back, there is an option under Tabs in Safari's preferences.



## Hide frequently visited sites

If Safari's suggestions for frequently visited sites are a little off the mark, El Capitan makes it easy to hide them. Right-click anywhere near them and click the selected 'Show frequently visited sites' option that appears. Now your new tab window will look cleaner than ever and Safari won't look so silly suggesting sites you don't care for.



## Tonality

MacPhun was one of the first out the gate with extensions. Its Tonality app offers in-depth black-and-white photo editing and all-important RAW file type processing.



## Noiseless

Noiseless beats Photos at its own game, providing a more powerful and customisable noise removal tool that ranges from being automated to customisable with plenty of presets.



## Snapheal

Like Noiseless, Snapheal takes on Photos with its own version of Apple's retouch tool. Snapheal has been available as a standalone app for some time, but as an extension, it's far more convenient.



## Intensify

Intensify provides a lot of the fine-tuning that Photos is missing. Forgot to activate HDR on your last iPhone photoshoot? Intensify has a preset for that, and it's surprisingly convincing.



## Master all-new Spotlight features

 Set up Spotlight so that it works perfectly for you



### Sort your results

Heading to System Preferences>Spotlight will give you a checklist of all the search results you can currently draw from a Spotlight search and enable you to turn them off individually.

### Heading off-centre

Click and drag in Spotlight's search bar to move your results around so they don't obscure your work. It'll 'snap' back to the centre when you drag it towards the middle of your screen.

### Looking for video?

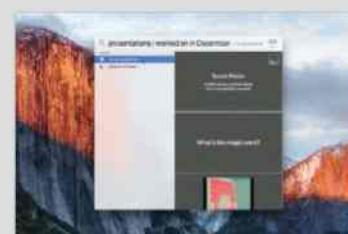
One of the bigger features advertised by Apple for El Capitan was Spotlight's ability to find videos online. If you can't see one in your results, try searching with a more specific phrase.

### Drag it down

Spotlight's results are getting more and more extensive, so now you can extend the search window to see everything. Simply click and drag on the lower edge to lengthen it out.

## Search Spotlight naturally

 It might seem simple, but natural language search in Spotlight is one of the most powerful new features in El Capitan. Using it regularly will save time searching through Finder for old files or digging through Mail for that all-important message. Here's how to make the most of it.



### 01: Find emails fast

Searching for things like "Emails from Amazon last month" will bring up all of your order confirmations for items that you bought in a recent time frame, to make for a quick review.

### 02: Digging out documents

You can be specific with Spotlight and ask it to show you document types such as "Presentations I worked on in December" for any Keynote projects.

### 03: Search by content

Can't remember when you created a document? No problem. Simply search for something like "PDFs containing budget" to find all the documents that match your specific phrases.

# Unlock advanced Mac voice controls

Make the most of El Capitan's new enhanced dictation commands



Dictation isn't new, but in the past it's proved most useful for its intended use – helping with accessibility issues. Now Apple has added new commands that make it convenient to look up films, music or load a website using your voice. They're incredibly useful and there's no reason why you can't make the most of them with a little planning. If you're sitting particularly far away from your Mac, using a Mac mini or an external display, you may want to grab a pair of headphones with a built-in mic for best results. Otherwise, follow the instructions below, and we'll show you how to bring up a website by voice command.

## Step-by-step

## Explore enhanced dictation



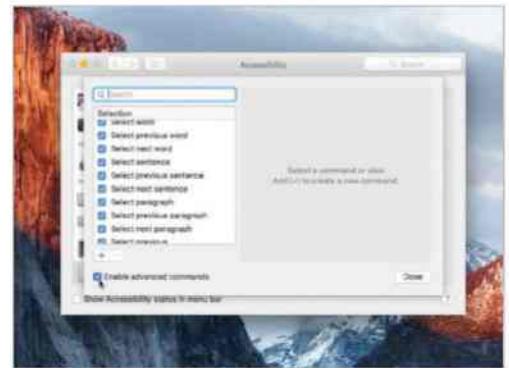
### 01: Fire up dictation

If you haven't already, head to System Preferences>Dictation & Speech, ensure dictation is on and Use Enhanced Dictation is ticked. Check your mic levels on the right.



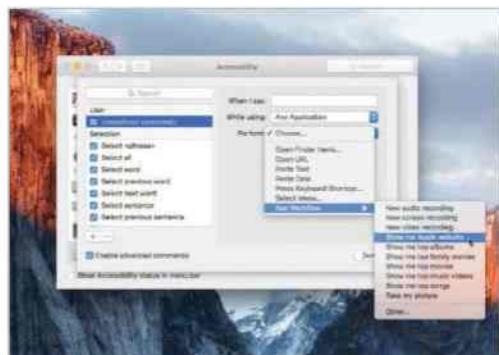
### 02: Find your commands

Now head over to the Accessibility pane and select the Dictation tab. From here, select Dictation Commands to view the commands that are already available to you.



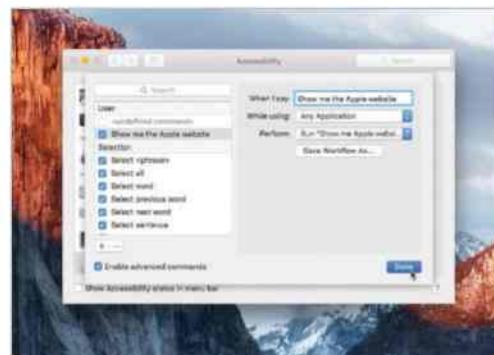
### 03: Enable advanced commands

To access the latest dictation commands in El Capitan, be sure to check the option in the bottom-left corner of the window to Enable Advanced Commands before you continue.



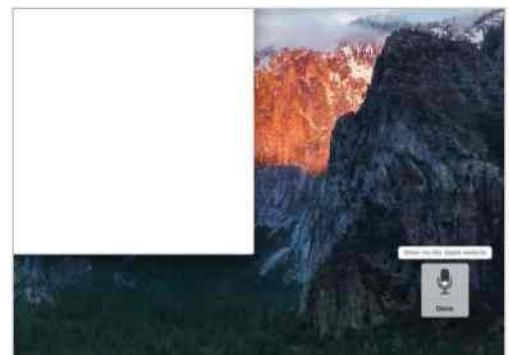
### 04: Add your command

Click the plus icon at the bottom of the list of commands to create a new one. In your new command, select Run Workflow>Show me Apple Website from the Perform menu.



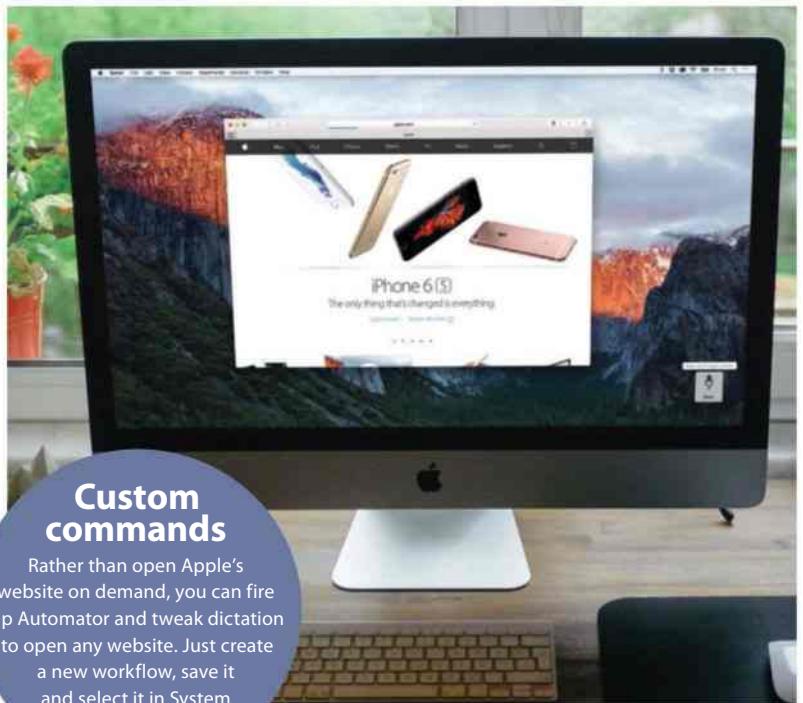
### 05: Check the text

In the When I Say text box, check that you are happy with the command that you'll need to dictate in order to make sure your Mac is opening the Apple website on demand.



### 06: Speak it out

When you're ready, double-tap the Function key on your Mac's keyboard to fire up dictation and ask your Mac to show you the Apple website. It should appear instantly!



## Custom commands

Rather than open Apple's website on demand, you can fire up Automator and tweak dictation to open any website. Just create a new workflow, save it and select it in System Preferences.

# Master your Mac

## Mail

Better manage your email with Mail's latest upgrades

If there's one OS X essential that's seen the most competition from third-party apps in the last year, it's Mail. Whether it's Dropbox's Mailbox, Google's Sparrow (which is no longer in development, but still a good alternative) or App Store favourite Airmail, there are plenty of alternatives to Apple's email client. El Capitan's upgrades to what is often OS X's most criticised app really do help it keep up with the competition. From Mailbox-style swiping to trash and mark messages as read, to events and contacts picked out automatically by the app, there's plenty to keep Mail up there with some of the best third-party apps. Whether you're a die-hard Mail fan or you ditched it for an alternative, read on to find out what's new.

## Apps will get even better

Innovative programming language makes app creation more democratic. Swift 2, Apple's soon-to-be open-source programming language announced at this year's WWDC, is packed with features that produce safe, fast applications for OS X, iOS and watchOS. It's now easier to write better code, including advanced error handling, availability checking and lots of enhancements to syntax. Because Swift is compatible with Objective-C, developers can use Swift code to implement new features in their apps. When Swift becomes open source, full creative control will be back in the developer's hand. So what does this mean for the average Mac user? Well, your apps are bound to get better and better.



### El Capitan

You might not notice many of the changes to El Capitan straight away, but under-the-hood improvements will make your Mac, however old it may be, feel faster and much more responsive.



#### 01: Save time with swipes

Use two fingers and swipe a message to the right to mark it as read (or unread), or you can swipe it to the right to Trash it. It's a giant time-saver on the road to inbox zero.



#### 03: To the inbox and back

If you're composing a draft email in full-screen view, clicking outside of the compose window will slide it down to the bottom of the screen so you can return to your inbox.



#### 04: One-click events and contacts

Mail now looks out for new contacts that send you emails and references to dates, times and locations in your messages so you can add them to Contacts and Calendar in one click.

## The end of Dashboard?

El Capitan turns off Dashboard by default; so here's how you can get it back. With Dashboard recently celebrating its tenth birthday (it was introduced in 2005 with OS X 10.4 Tiger), it looks like Apple might be putting it into retirement. By default, Dashboard is turned off in El Capitan. To re-enable it, head to System Preferences>Mission Control.



# Notes

Store just about anything useful in the new Notes

## Retrieving deleted notes

If you accidentally delete a note and you need to recover it, all is not lost! In fact, it's likely sitting in the Recently Deleted folder.

### What's attached?

The attachments button in the top menu will show you an overview of all the attachments you've added to Notes in one place. It's a great way to get an overview without searching too hard

### Share a site

From the Share menu in Safari, you can send any website to Notes as a small preview card. The same applies to locations in Maps and items from a number of other apps

### A quick preview

Add an image into any of your notes, and you'll see a small preview next to a note's title in the list view. It's a great way to quickly scan for a particular note

### Checking it out

By clicking on the tick icon in the top menu, you can turn any list into a checklist. While there is a Reminders app, Checklists in notes can make a lot more sense

## Mission Control

See your apps in one place with an improved Mission Control



Mission Control might have been around since 2003, when it was launched with OS 10.3 Panther as Exposé, but that hasn't stopped Apple from refining it in El Capitan. Where Yosemite grouped windows from the same app together in Mission Control, El Capitan keeps them separate. It's a simple change, but one that makes it far easier to find what you're looking for if you've got multiple windows open. To make

room for showing more windows, Apple has had to make a number of compromises. For a start, when there are lots of windows to display, placing them separately means they'll show up smaller. El Capitan also drops the icons that used to appear underneath windows, replacing them with the app name that appears when you hover your mouse over them. Those small sacrifices make way for a much improved feature, though.



El Capitan's Mission Control shows every window in full and the system feels far cleaner as a result



You can now drag windows into their own, full-screen spaces with ease using the new Mission Control

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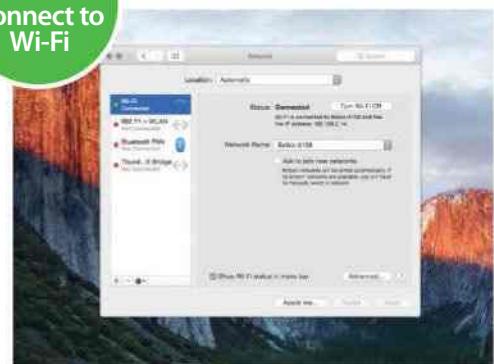
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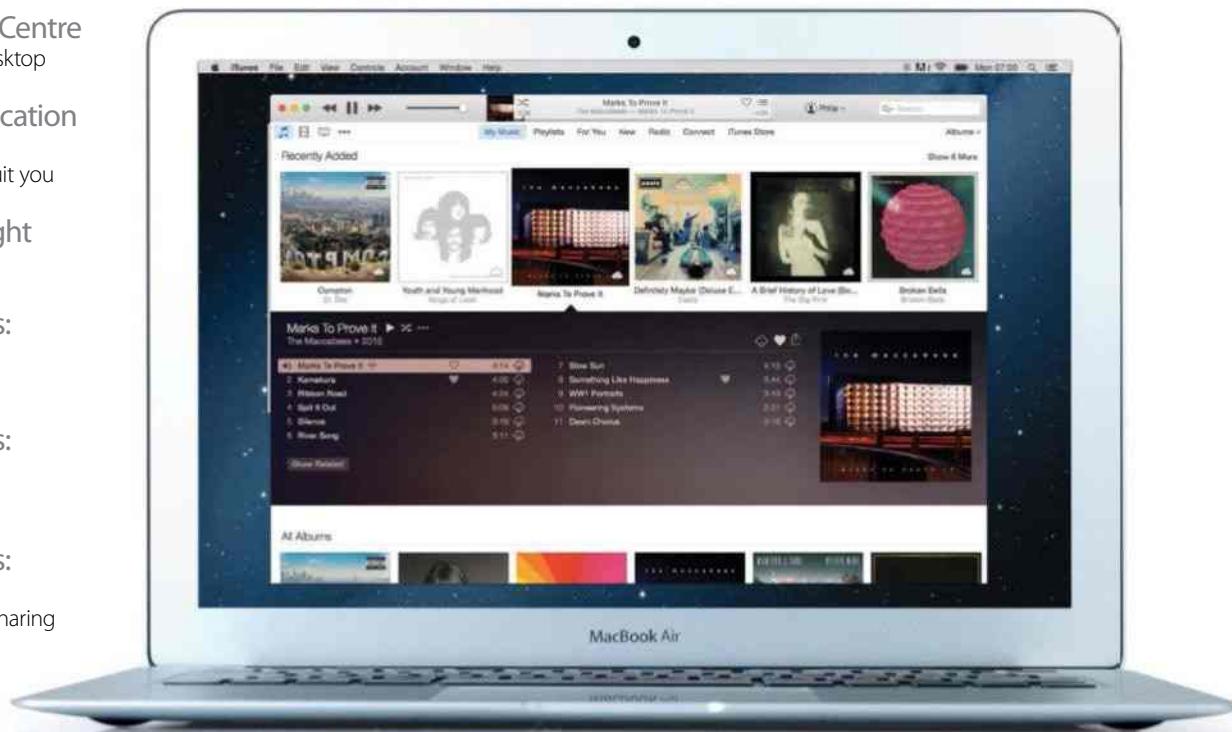
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## Connect to the internet

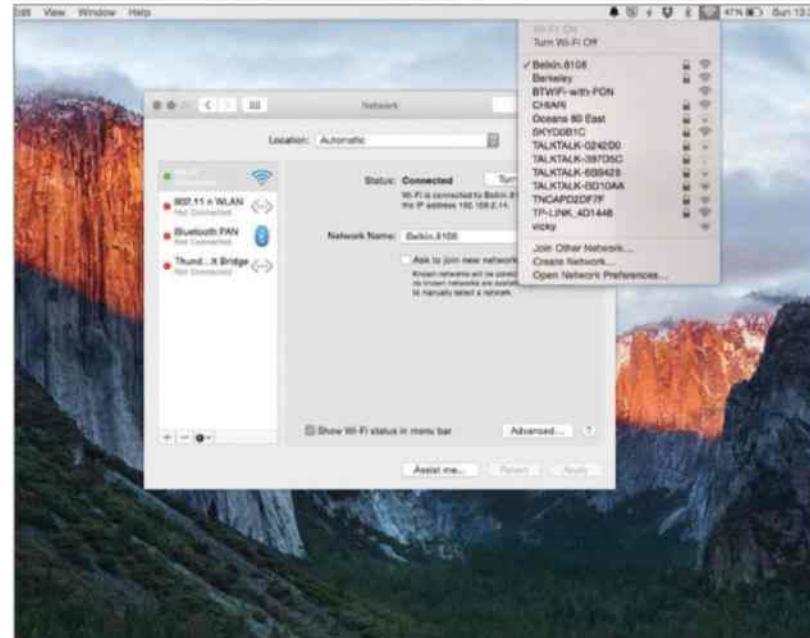
Gain access to the world wide web by hooking up your Mac to Wi-Fi



To get the most out of your new iMac or MacBook, you will want to connect it to the internet. Luckily, this is a simple process regardless of whether you choose to use either a wired or wireless connection to your router.

If you wish to connect your Mac to the internet with a wired connection, all you need to do is plug one end of an Ethernet cable into your Mac, and the other into your router. If you plan to go wireless, then you don't need any more equipment than your Mac and a wireless-enabled router.

Follow the four simple steps outlined below and you'll soon be able to access a whole host of content: you'll be able to browse the web with Safari, stay in touch with friends and family on Facebook, send emails in the Mail app, download tons of great new apps from the Mac App Store, share videos in iMovie, and much, much more. A whole world of entertainment awaits you!



### OS X Turn Wi-Fi on and start surfing



#### 01: Turn it on

Although it should be on by default, your Mac's Wi-Fi may be turned off. If it's off, click on the icon to the left of the time and date in the top bar, then click turn Wi-Fi on.



#### 02: Look for networks

Once you've turned Wi-Fi on, the icon should turn into a greyed-out series of curved lines. Click on it, wait a couple of seconds for a list of available networks to show, then click on your home network.

# Network Preferences

How to control your Wi-Fi connection

## List of connections

Here are the various connection options that your Mac offers. You're unlikely to have a green light next to more than one at this point in time. If you're connected via a wired connection, 'Ethernet' should be connected

## Status

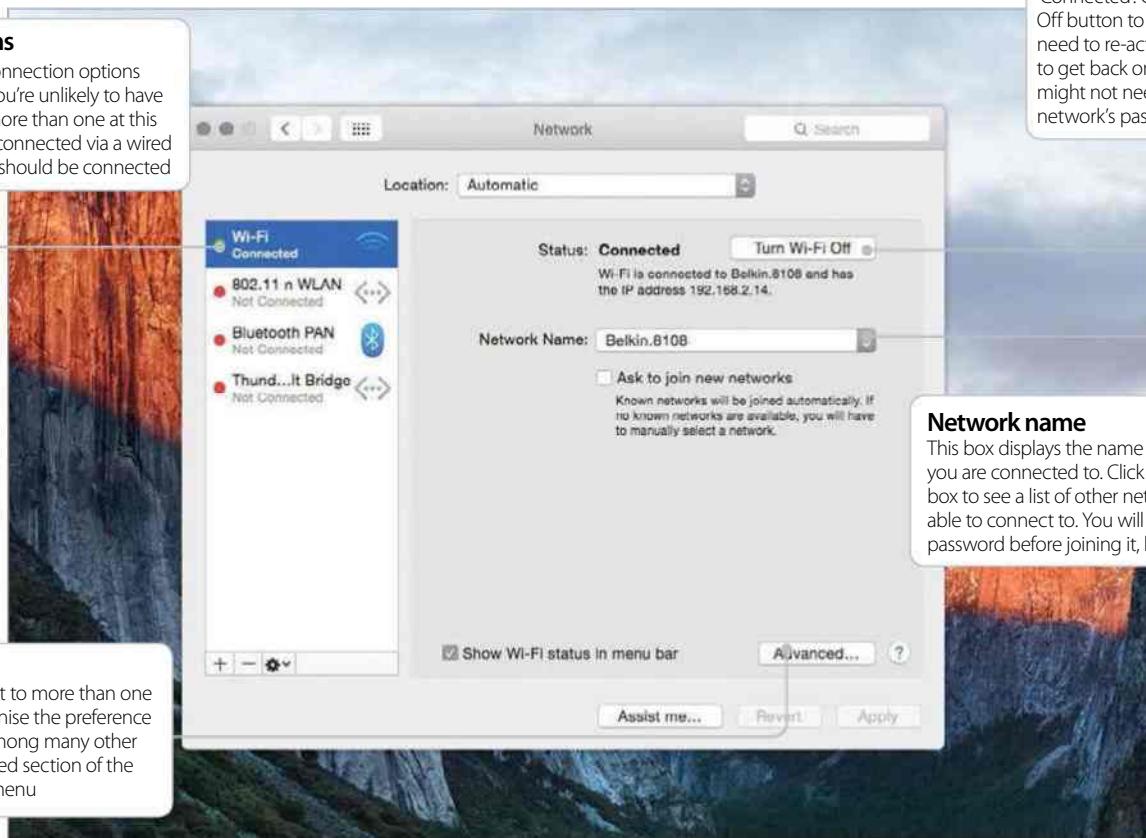
When you're successfully on a Wi-Fi network, this will always say 'Connected'. Click the Turn Wi-Fi Off button to do just that. You will need to re-activate it if you want to get back online; however, you might not need to enter your network's password again

## Network name

This box displays the name of the network you are connected to. Click this drop-down box to see a list of other networks that you're able to connect to. You will need a network's password before joining it, however

## Advanced

If you regularly connect to more than one network, you can organise the preference of these networks – among many other things – in the Advanced section of the Network Preferences menu



## 03: Connect to your network

For the first time you connect, you'll have to enter your network's passcode, which may be written on the back of your router. Once you've entered it, click 'Join' to connect to the internet.

## 04: Edit preferences

Now you're connected, the greyed-out curved lines should be black. To edit your connection preferences, click on the icon, then click on 'Open Network Preferences'. You will then be taken to the System Preferences app.

# Get started

## Add a new user account

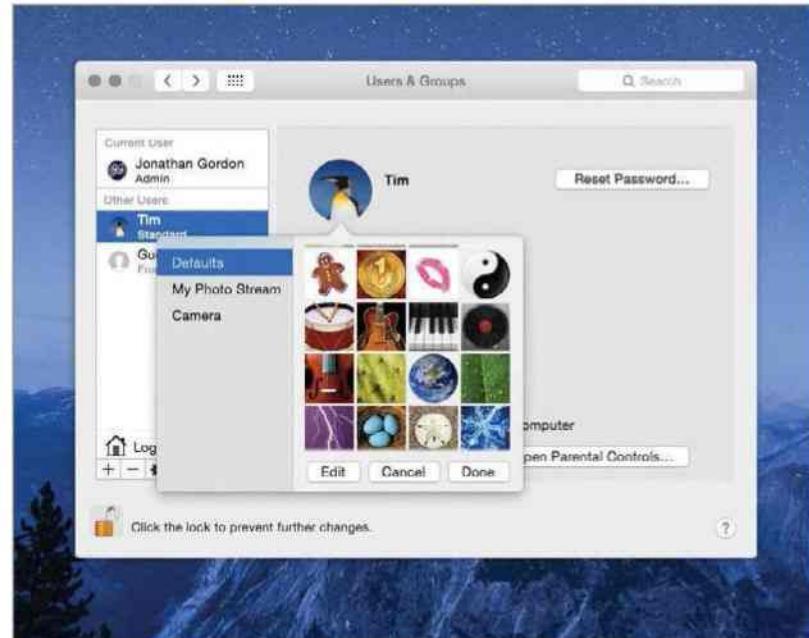
Share your Mac with the family by creating multiple user accounts



Your brand new Mac is packed with so many great features, both in its software and hardware, that it begs to be used by the whole family. However, you may not want each member changing the computer's settings or having access to your personal files every time they wish to use it. This is where multiple accounts come in.

Not only does having multiple accounts enable you to protect your private data, it also lets you protect children. It's simple to set up an account with Parental Controls, which enable you to limit access to apps and websites, as well as set usage time limits.

There's also a degree of customisation available. Not only can you set your own picture using the iSight camera (so you don't need to settle for stock imagery), you can also set which apps you would like to load as soon as you log in. Multiple user accounts are a great way to keep the whole family safe while still enabling them to enjoy your Mac.



### OS X Create and add a new user



#### 01: System Preferences

Click on the System Preferences app (three grey cogs) in the Dock to open it up, and another menu will appear. From this menu, click 'Users & Groups', which is in the fourth category down, 'System'.

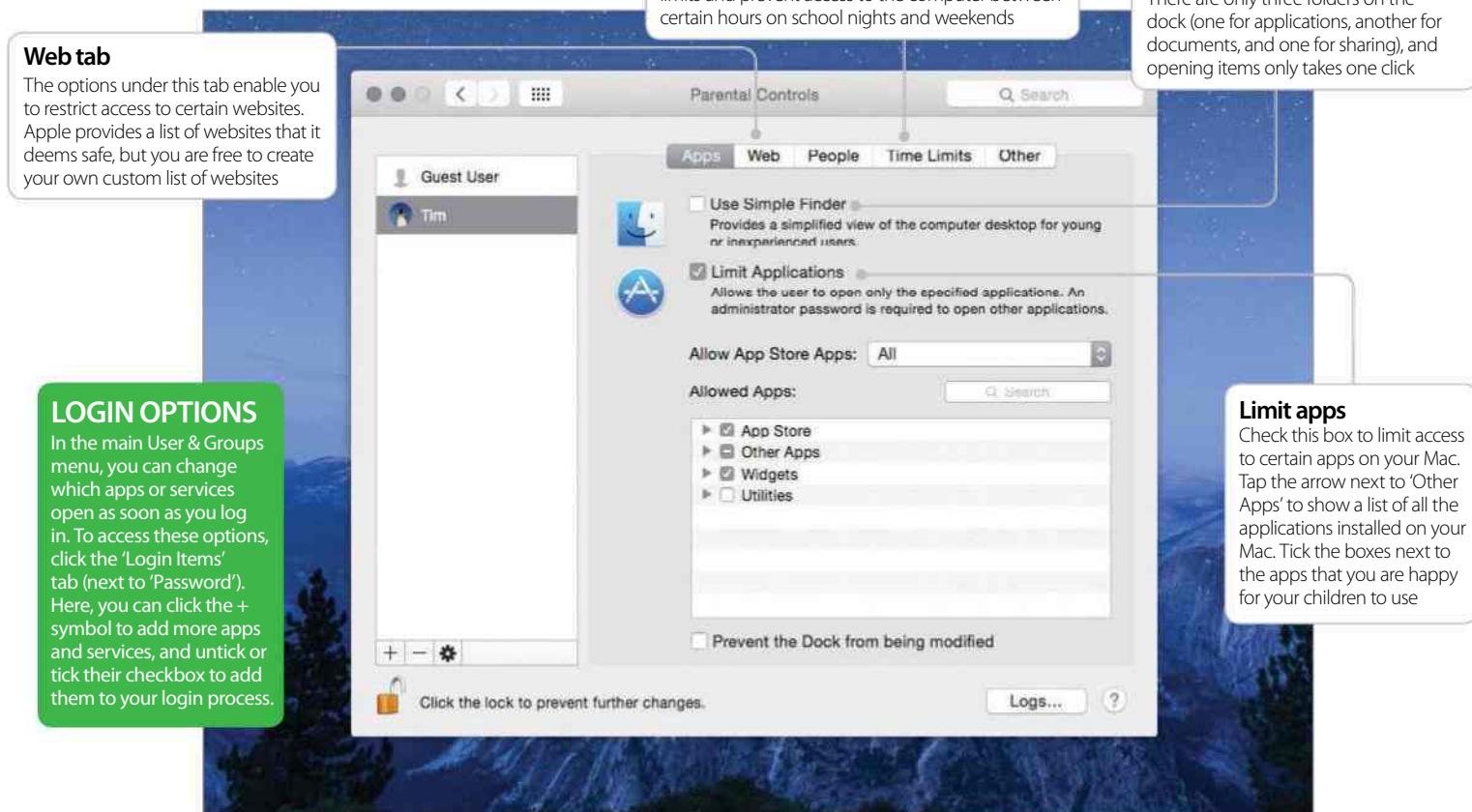


#### 02: Add new user

Click the padlock icon to enable changes, and click the + button to add a new user. If setting an account for a child, click the 'New Account' drop-down box and select 'Managed With Parental Controls'.

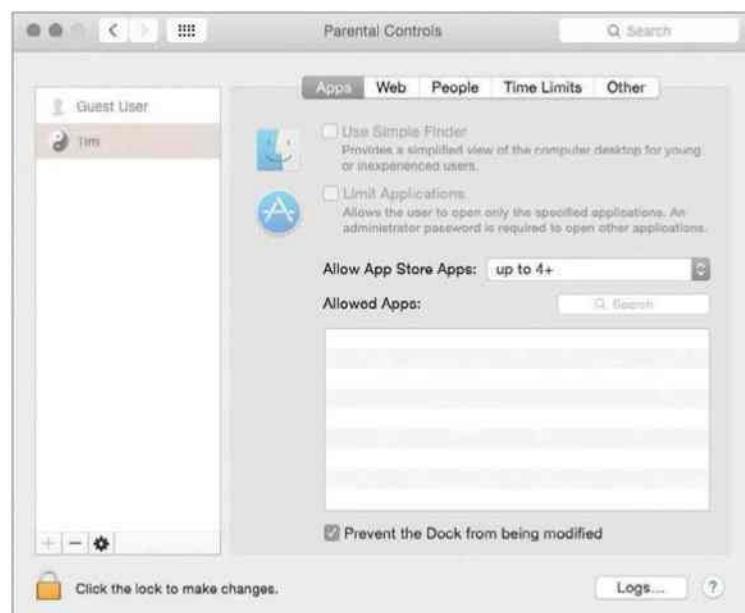
# Parental Controls

Keep a child safe when they're using your Mac



## 03: Set the picture

After entering a password and clicking 'Create User' you will have a new account on your Mac. To change the account's default picture, click the image next to 'Reset Password...'. To take a picture click the Camera tab, then the camera icon.



## 04: Parental Controls

After you've set your picture, click 'Open Parental Controls...' to access the parental controls. The tabs across the top grant access to several different ways to limit access to your Mac, including the ability to set time limits on usage.

# Where is everything kept on your Mac?

Put an end to the common problem of keeping track of your files and folders



It happens to even the most experienced of us – you absent-mindedly put something somewhere and the next thing you know you're searching around wondering where you had it last. It happens to your car keys and it happens to the files and folders on your Mac. Luckily, your Mac makes it easy to

save your stuff in the right place, quickly and often without having to think about it. The key to this is how your Mac handles Home folders, which are a special set of folders that are automatically created for each person that has a user account on your Mac. Know your way around here and you may never get lost on your Mac again.

## OS X Tweak your Mac to get around quicker



### 01: A home in every window

To automatically show your Home folder when you open a new Finder window, choose Preferences from the Finder menu.



### 02: Home sweet home

While in the General tab, choose your personal Home from the 'New Finder windows open' menu to set your preference.

## Find the right folder



### Finder sidebar

Every Finder window has shortcuts to the common folders in your Home folder. Click on one to head there.



### Head Home

Set new Finder windows to open your Home folder (see steps below) and you'll have common folders to hand.



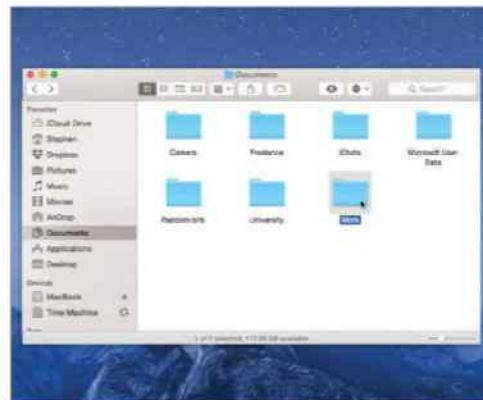
### Keyboard shortcuts

In the Go menu, there are a host of helpful keyboard and menu shortcuts to get you to your favourite folders.



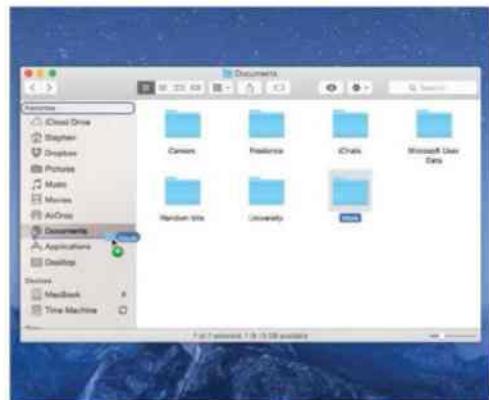
### 03: Trim Finder sidebars

Click the Sidebar tab and you can choose to turn off any Finder window sidebar shortcuts that you don't think you'll need.



### 04: Getting ticked off

Just click the checkboxes next to the options to remove them from every sidebar. You can always change your mind later if you wish.



### 05: Set your own shortcuts

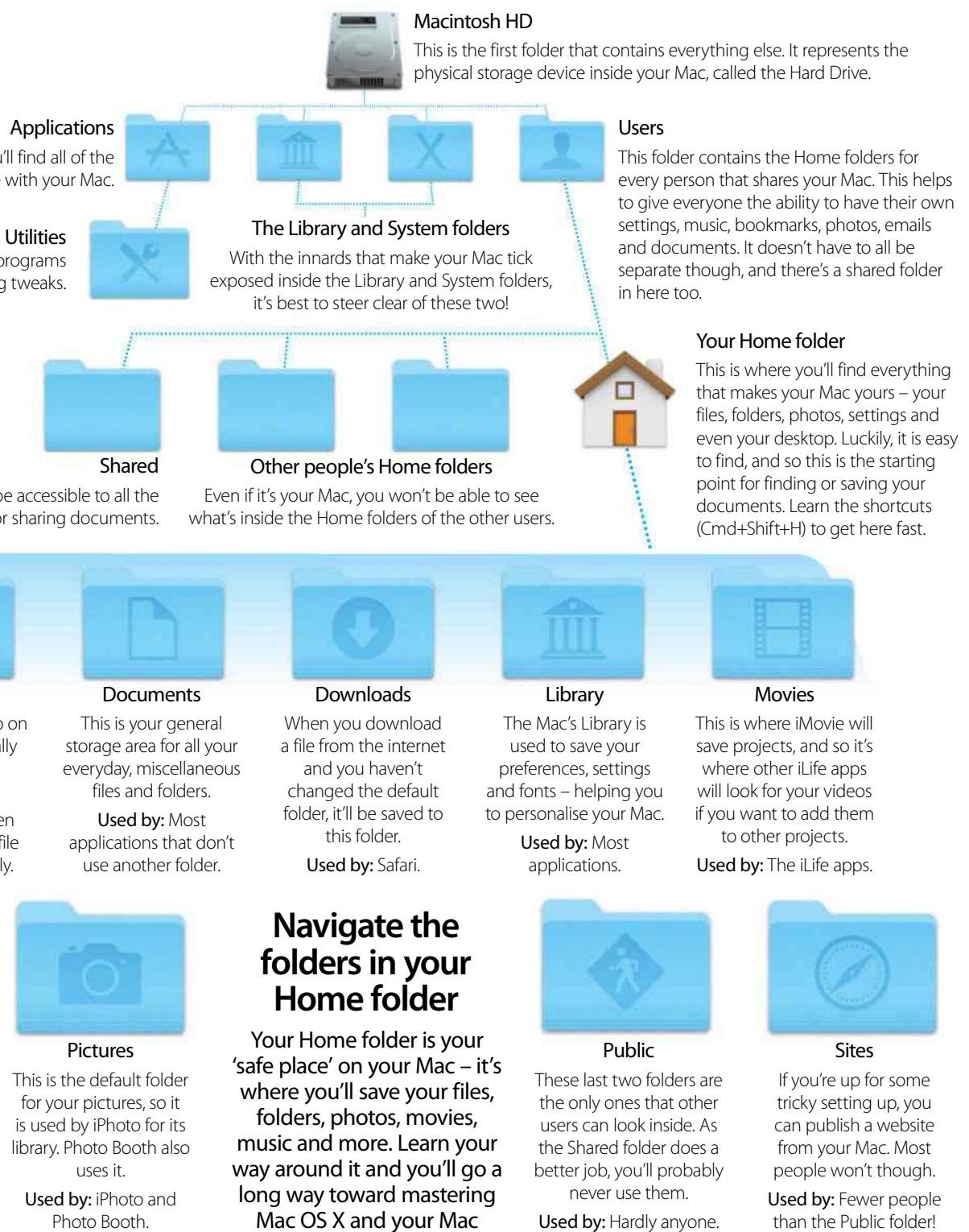
To get your own folder to appear in every Finder sidebar so you can get to it quickly, start by finding the folder on your Mac.

### 06: Drag it on, drag it off

Click on the folder and drag it into the sidebar and your Mac will pop in a shortcut. To get rid of it, just click on it and drag it back out again.

# What's where on your Mac...

Take a moment to snoop around your system and you may quickly become overwhelmed at the array of folders hidden away. Luckily, you only really need to know about just a few of the important ones



## Set up iCloud in OS X

Access your contacts, photos and documents everywhere



When you hear people talking about the cloud, what they mean is using the web to provide various services for computers and internet-connected devices, wherever you may be. iCloud is Apple's online hub for all its devices. Some companies provide general services that anyone can use, but iCloud has been optimised for Apple devices. It is primarily a syncing service, but it also provides an online storage facility for all of your files, apps and music.

The greatest benefit of using iCloud is that it enables email, contacts, calendar appointments, reminders, photos, notes and more to be synced across all your devices, and made available to you no matter where you are or which device you're currently using. You can create a document on your Mac and access it via an iPad, or add a contact on your iPhone and find it instantly appearing on your Mac.

iCloud is very easy to set up, even if you are new to the service. It's one of the first things you will see when you boot up a new Mac or if you log in to a Mac with a new user account. You can even use your iCloud storage like an online folder. Once set up, you can simply drag and drop any file you want into your iCloud Drive on the Mac to upload it, so you can access it anywhere.

iCloud provides 5GB of free online storage and this is more than sufficient for most. Extra space is available for purchase, which is great if you take hundreds of photos or want to store lots of files or music. You can buy 20GB, 200GB, 500GB or even 1TB of space. You can also access all your files even when you're away from your Mac; all you need is a computer with a web browser and you can log in at [www.icloud.com](http://www.icloud.com) to access them. Once you've used iCloud with OS X, you may very quickly wonder how you ever lived without it.



“Once you've used iCloud with OS X, you may very quickly wonder how you ever lived without it”

### iCloud Get started with iCloud



#### 01: Sign in

You can open System Preferences and choose the iCloud section to log in. If you already have an Apple ID, use it here, or click to create a new account.

#### 02: Free email accounts

After entering your birthday, you must add your name and email address. Even if you already have an email account, it's useful to get a free @icloud.com address.

#### 03: Call for security

As part of the sign up process for iCloud, you will be asked to create three security questions. Make these memorable, as they're needed to reset your password.

# Get connected to iCloud

Keep everything in sync with your Mac

## Enable iCloud Drive

Check this box at the top of the list to activate iCloud Drive. This is like an online folder – drag and drop files into it to access them on any device



## Manage Family

If several people in your family use iTunes accounts, you can link them all by clicking this button. This way, you can monitor and manage what your kids are buying

## Manage your account

This button opens a window that shows which apps are using iCloud and the amount of space they are hogging. Click this if you are running short on storage

## Space evaders

Keep an eye on this bar at the bottom of the window. It gives you an overall view of the amount of storage space you're currently using – you get 5GB for free

## CLOUD SPOTTING

Look for the cloud icon in applications; it indicates that some feature or function uses iCloud. For example, if you startTextEdit, you'll see options to create documents on the Mac or in iCloud. Safari has a cloud button too, as do many other apps.



## 04: Set up iCloud

It couldn't be simpler and the final step is just to tick the iCloud features on for your apps and enable Find My Mac, then OS X will do the rest in seconds.

## 05: Manage storage

Click System Preferences in the Apple menu and hit the iCloud icon. Click Manage in the bottom right and you can see what accesses iCloud and the space it uses.

## 06: Update your account

Click Account Details to browse your details. You can change your name and photo, or add a credit card for iTunes, iCloud and other purchases too.

## Work with applications

Without applications your Mac would just be a beautiful table decoration. Time to fire up some incredible creative tools...

 It's easy to think of your Mac as a wonderfully creative toolbox, packed to the brim with inspirational tools to finely hone your projects. Those tools are the software saved on your hard drive, the applications. Software, for the most part, is kept in the Applications folder – a shared folder that any user of the Mac can see and open applications from. The beauty of Mac OS X is that each user's version of an application can behave differently and use different files, the same way that each user can have an individual iTunes library. Of course, before you start learning how to use specific applications, it's worth taking a moment to look at how you open, close and switch between them, which is just what we're going to do here.

### Five ways you can start an application

You need to open an app before you can start playing with it



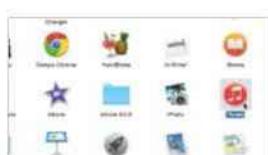
#### 01: Launch it from the Dock

Apple places the most used icons in the Dock, where they require a single click to launch. You can add your favourite programs by dragging the app's icon down among the others.



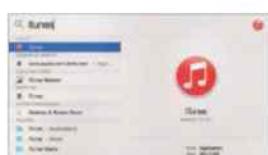
#### 02: In the applications folder

If there's an app you want to launch that's not in the Dock, click Applications in a Finder window sidebar, and scroll through the software list until you find it, then double-click its icon.



#### 03: Double-click a file

Mac OS X is smart enough to launch the right application when you double-click a file that belongs to it. This is often the quickest method if you're working on a specific project.



#### 04: Launch it using Spotlight

Click on the magnifying glass in the top-right corner of the screen, then start typing the name of the app you want to launch. When it appears, and it's highlighted, just hit Return.



#### 05: Plug something in

There are some applications that are smart enough to launch automatically when you need them – iPhoto can launch when you plug in a digital camera, for instance.

#### The Application menu

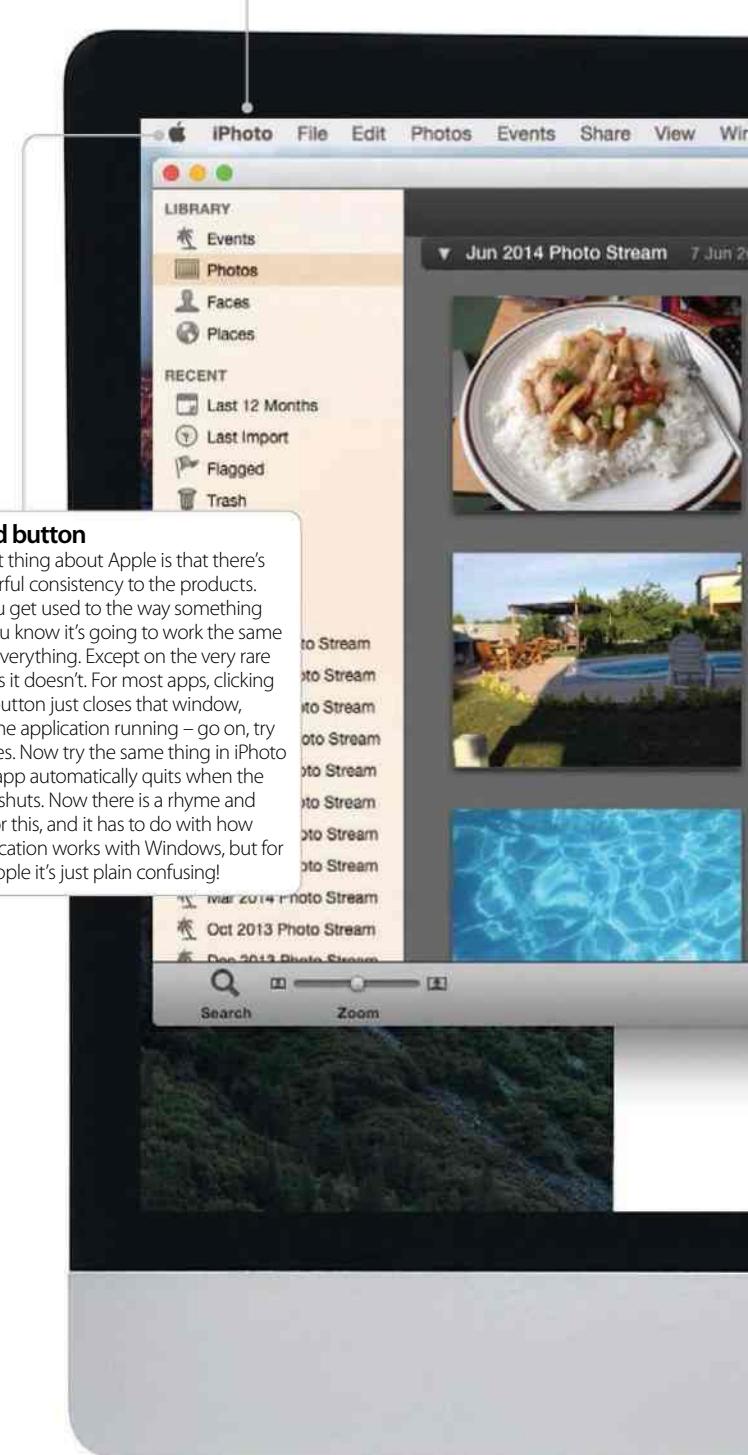
Clicking an application's name in the menu bar gives you a few options for how you see (or don't see) it...

**Hide** The application's still running, but it will be hidden from view. Click its Dock icon to bring it back.

**Hide others** Want to focus on just one app? This option clears your screen of all other software.

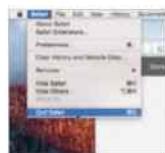
**Show All** Brings back all the applications you've hidden.

**Quit** Closes down the application you're working in, giving you the option to save any unsaved work



# Five ways you can close an application

Finished playing? Close it down...



## 01: Application menu

Click on the application's name in the menu bar and choose Quit from the options.



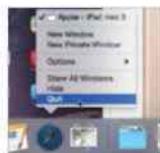
## 02: Learn the shortcut

Even quicker, press the Cmd key and Q together to gracefully exit the software.



## 04: Click the red button

Some apps, like App Store, quit when you close the window by clicking the Red button.



## 03: Click the Dock icon

Click the Dock icon, keep the mouse button held down, and a menu containing Quit appears.



## 05: Application switcher

Press Cmd+Tab, release Tab, then press it repeatedly to get the app's icon. Then press Q.

**Application windows**  
You can have more than one application open at once and most applications can have more than one window open, which can make for a lot of screen clutter if you're not careful! Luckily you can hide windows, minimise them down to the Dock (click the amber window widget) or use advanced features like Spaces or Exposé to manage your windows

**Applications that just won't quit**  
Sometimes applications run into trouble, and when that happens they'll often just show you a spinning rainbow cursor and refuse to quit. Should that happen to you, just press Cmd+Alt+Esc to bring up the Force Quit window. Click the name of the problem application and then click the Force Quit button to shut it down

## Find your way around Mission Control

Delve into the revamped desktop management feature within OS X El Capitan



With the release of OS X El Capitan, Apple has consciously placed more emphasis on performance over obvious updates. So while revamps to features are not wholesale, this general streamlining does apply to aspects like app workflow.

Mission Control remains central to the way you use your Mac, by providing rapid access to organising apps across a selection of 'spaces' or desktops. The latest iteration of the program makes

fairly subtle but useful tweaks, such as placing your app windows together more relatively and giving you the opportunity to arrange them all within a single layer.

The integration with new El Capitan features such as Split View, plus the ability to create new spaces by dragging your apps upwards, all help to maximise the usability experience. Read on for our guide to the best bits of the new and improved Mission Control.



## Inside Mission Control

Navigate the core interface elements required for organising your spaces

### The spaces bar

This bar shows tab labels and thumbnails of all the spaces you have created, along with apps in full screen or Split View. You can reorder these by dragging them and navigate between by clicking

### Open app windows

Mission Control spreads open apps into a layer, positioned relatively to the original locations. These can then be dragged into the bar and the desired space

### ASSIGNING APPS TO CERTAIN SPACES

When launching apps from the Dock, you can assign them specifically to an available space. Click and hold the app icon, choose Options and one of the four choices. All Desktops opens the app in every space; This Desktop uses the current space; Desktop on Display picks a display; while None opens the app in whichever is being used at the time.

### Spaces thumbnail

Spaces previews help you identify where your apps are. Rollover and click the icons to exit full screen or Split View, or use the 'X' icons to delete and release apps into your current space



# Mission Control

Improve your app workflow



## 01: Ready for launch

Enter Mission Control by either using the third from left Dock icon, Mission Control key (F3), the Ctrl+up shortcut, or swipe up with three or four fingers.



## 02: Mission control

Open apps are then arranged, with a minimised bar shown across the top to show available 'spaces', including OS X's Dashboard if chosen in Preferences.



## 03: Give apps spaces

Drag an open app up onto the Spaces bar. This creates a dedicated, full-screen app space for the first app that you can drag a subsequent app into.



## 04: Split View spaces

Drag a second app into a full-screen space to make it Split View. You can't add any more but may exit Split View by clicking the minimise icon.



## 05: New desktop spaces

A desktop space can accept multiple apps. You can create these via the Add (+) button on the Spaces bar or dragging apps onto the desktop thumbnail.



## 06: Navigating spaces

Move between spaces by clicking thumbnails. The Spaces bar places a blue highlight around your current space for keeping track of screen flow.



## 07: Mission Control Preferences

Visit Mission Control in System Preferences. Toggle here to arrange spaces, how they behave, app groups, display and how to show Dashboard.



## 08: Setting your shortcuts

Mission Control uses shortcuts and gestures by default. You can reassign or add more with the various drop-down menus.



## 09: Differentiating desktops

If you assign System Preferences to all desktops via the Dock icon, you can change wallpaper within each to make each one more obviously unique.

## Organise Launchpad

Make Launchpad work for you with folders and Home screens



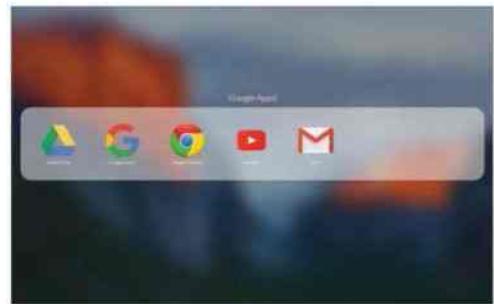
Launchpad is another great feature, introduced by Mac OS X Lion, mirroring the functionality of Springboard on iOS.

Springboard is the app launcher that you'll find on your iPhone or iPad, which allows you to arrange icons for each of your apps across many Home screens and, if desired, nested into folders.

Every app you install appears automatically on your Home screen, and the same applies for apps installed on your Mac, with each finding its way onto your Launchpad. However, unlike the iPhone,

the Mac App Store isn't the only means of getting apps onto your Mac, so how do you add, remove and control these non-App Store apps?

We've collected together a series of hints and tips to help you get the most out of Launchpad, including taking control of those apps you don't want to appear. We'll also show you how to spice up its appearance with custom icons, organise your apps and navigate around Launchpad quickly. Read on to find out how to tame your OS X Launchpad into submission.



## Organise your apps

Control Launchpad to keep things in their rightful place

### Gestures

Swipe with two fingers to slide between pages of apps, hold down Opt/Alt to automatically enter the organisation mode (where the apps quiver and allow you to move them around). Do a four-finger reverse pinch to exit Launchpad quickly, or tap Escape on your keyboard

### Hide apps

Hide unwanted apps by installing the free System Preferences add-on, which is available from [chaospace.de/launchpad-control](http://chaosspace.de/launchpad-control)

### Folders

Arrange your apps into folders by clicking and dragging one app onto another. This will create a folder that is automatically named for you. Rename the folder by clicking on its title and typing over the highlighted text

### REMOVING NON-APP STORE APPS

One of the limitations of Launchpad is its reluctance to let you remove apps that didn't originate in the Mac App Store. Unless you're brand new to the Mac platform, it's very likely that you've got a reasonable collection of apps that didn't come from here, but when you enter quiver mode, these apps don't have a remove option, so how do you get rid of them? There are a couple of solutions: the easiest is to simply drag all your undesired apps into one folder and hide it on a screen all of its own at the end of the screens. The second is to install the preferences pane found at <http://chaosspace.de/launchpad-control>. This lets you untick apps you don't want to appear, removing the link from Launchpad, but not the app from your computer.



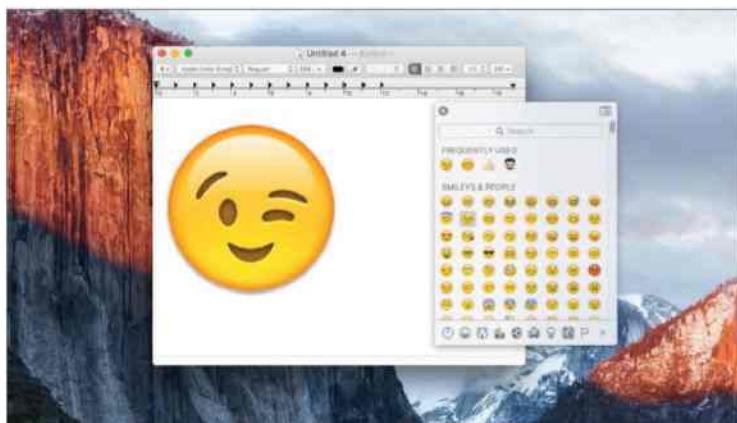
# Launchpad

Make Launchpad your own



## 01: Create folders

Drag one app icon onto another. As you release your mouse, the two apps will form a folder, which will be named automatically for you.



## 03: Liven it up

Use Emoji icons in your folder names by opening a newTextEdit document, choosing Edit>Emojis & Symbols, and copying then pasting to the Launchpad.



## 05: Set up a shortcut key

Choose System Preferences>Keyboard, and add a shortcut key into the Keyboard Shortcuts tab.



## 02: Move your apps

You can easily re-order your apps within your Launchpad simply by clicking and holding on an app icon and then dragging it into position.



## 04: Hide unwanted apps

Hide unwanted apps by installing the System Preferences add-on, which is available from [chaospace.de/launchpad-control](http://chaospace.de/launchpad-control).



## 06: Delete apps

To remove apps from your Launchpad, click and hold on an app icon until all the icons quiver. Once they're shaking, click on the 'X' next to an app.

## Get started with Dashboard

Learn everything you need to know about how Dashboard can make your life easier



The Dashboard has been present in Mac OS X for several years now, but recently it has seen a lot of changes. At its most basic, the Dashboard is a place in which you can put widgets – which are small, always-on apps that can only be used when in the Dashboard.

Mac OS X has always included some useful widgets that you can use straight out of the box, but independent developers have spent hours

creating hundreds more that you can easily install for free from Apple's website.

The Dashboard has recently changed from a screen that overlays your desktop (so that you can see parts of it underneath, but never use it) to a fully separate section to the left of the main Desktop screen. Click on the Dashboard icon in the Dock or use the keyboard shortcut brings it up, and allowing you to play with widgets to your heart's content.

You can change your widget settings by clicking the 'i' that appears whenever you hover over them.

"At its most basic, the Dashboard is a place in which you can put widgets"

### Discover Dashboard

#### World Clock

Displaying the time from anywhere in the world, adding a few of these lets you keep track of as many time zones as you want to

#### Safari Webclip

You can add a snapshot of your favourite blog or video by opening the page in the Safari browser and choosing 'Open' in Dashboard

#### Weather

This weather widget will tell you what it's like anywhere in the world. If you click it once, you can get a weekly forecast of your choice

#### Calendar

The calendar widget features three columns – today's date, a month view, and a column that displays your Calendar events for today

#### Translator

The translator widget lets you choose from a wide range of languages, translating text quickly and easily

#### Stickies

If you're always forgetting things, use Stickies to keep notes. Fonts and colours are changeable, making sure your notes will stand out

#### Unit Converter

Whatever you need to convert, the Unit Converter widget will do it for you in a pinch. Weight, time, pressure and energy are just a few of the many options for this powerful and useful widget



Nets Clips are created using Safari's "Open in Dashboard" feature...

Click on the Safari icon to launch Safari...



#### Address Book

This widget allows you to quickly search your computer's contacts to find the person you need, without the need to open the Address Book app



#### Ski Report

If you're off on holiday to the mountains, and want to check the Ski Report, you can type a resort name in here and view the conditions of the snow

#### Dictionary

The Dictionary widget allows you to search for any word quickly, getting you a definition or synonym quickly

#### ESPN

If you're an American Sports junkie, the ESPN widget is made for you. Get news and scores for hockey, football, baseball and more

#### Calculator

Small, neat, and much quicker than Lion's app. Typing numbers and symbols is supported to increase productivity

#### Flight Tracker

Choose an airline, departure city and arrival city to view the status of flights. Incredibly useful if you travel with your Mac

#### Movies

If you live in the US, you can quickly check the latest times in your area, as well as buy tickets once you know what you want to see

#### Stocks

If you're financially minded and like to keep an eye on stocks, this will help do just that. Input your companies and away you go

# Key features

## Starting the Dashboard

### Two ways to access Dashboard

Lion made it even easier to access your Dashboard. Since that version of OS X was released, Dashboard has become a space to the left of your main desktop that is there whenever you need it. Getting there is easy. You can swipe your fingers quickly to the right on your Trackpad or Magic Mouse and watch the Dashboard slide onto your screen. Alternatively, open Mission Control and click on the Dashboard thumbnail.



### Adding new widgets

While there are only four widgets on the screen when you first open the Dashboard, there are a lot more available. Click on the '+' symbol in the bottom left corner of the screen and a screen will appear showing all of the available widgets. To add one, click on it and it will appear on your Dashboard and you can click and hold and drag it into position. See the opposite page to find out what each widget can do.

### Arrange your widgets

When you first see your Dashboard, there should be four widgets in the middle of the screen; the Weather, World Clock, Calculator and Calendar. They certainly aren't stuck in those positions; if you want to move them around, you can click and drag them to a different area of the Dashboard. Unlike normal windows, there isn't a bar you have to click to move each widget – clicking and dragging from anywhere will work.



### Manage your widgets

If you wish to remove widgets then the process is just as simple. Click on the '-' symbol and a 'X' will appear in the corner of every widget – click this to delete it. Once done, click on '-' again to return to normal. To download new widgets that aren't currently on your Mac, click the '+' symbol followed by the 'More Widgets' button at the bottom of the window, and choose from the hundreds of free choices on the Apple website.

# Get started

## Get to know Notification Centre

A central place to view alerts, updates and more on your Mac



 The Notification Centre is a central focus for change on your Mac, recording new happenings and occurrences. It's a place where you can find information regarding updates for your apps and you can also see information on new mail that has arrived. Reminders are another area that the Notification Centre handles, as well as information from the likes of FaceTime, Game Center, Calendar, plus messages from other third-party apps. The Notification Centre can be configured by yourself, however, so it's not set in stone. You can tell the Mac just how you want to see your alerts, in what style and format and for how long you want these alerts to remain on the screen. This focuses on the visual end of the Centre, but you can also include sounds in that suite of features too. Let's take a closer look at this useful facility.



## Explore the interface

Manage your alerts and updates

### Timing

Next to each alert you will see a relative time/date to inform you when the alert arrived. On the desktop the notice badge alerts provide an alternative method of bringing change to your attention



### DO NOT DISTURB

If you are busy or need to concentrate, then regular messages and alerts will not help. Swipe the Do Not Disturb switch to On, at the top of the Notification Centre, to remove them all. Also, every time you get a notification an interactive bubble appears at the top-right-hand side of your screen. You can automatically reply to any message you get by hovering over the bubble and then pressing the Reply button.

### Notification Centre

This main window is placed on the right of the screen and is normally hidden from view but can be triggered to open, revealing your alerts, updates and news

### Header

Each app provides a heading and icon, then the alerts, news or updates underneath. If you want to remove the information for that app, click the X next to the header

# Notification Centre

## Master the Notification Centre in Yosemite



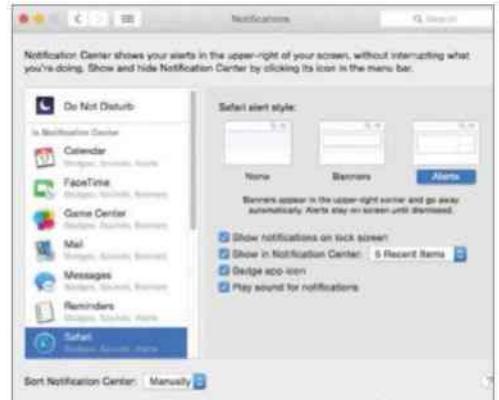
### 01: Open Notification Centre

To open the Notification Centre, click on System Preferences. On the first line, at the far right, is the Notification Centre icon, so click it to open.



### 02: Choose an app

Pick which app you want to modify by looking in the left panel. Scroll the available list until you find your desired app and then click it.



### 03: Choose style

You can choose from one of three possible styles: None; Banner (appears for a short time); and Alerts (stays until you remove them).



### 04: Show in Centre

If you click on the Show in Notification Centre option box then the alerts will always appear in the Notification Centre on the right side of the screen.



### 05: Recent items

Next to Show in Notification Centre, click to see 1, 5, 10 or 20 Recent Items. This denotes how many older alerts will be retained in the Notification Centre.



### 06: Badge icons

Click on the Badge app icon to enable alerts and/or updates to show badges on the icon of the app in the Dock. The red icon has a white alert number.



### 07: Play sound

Tick the Play Sound for Notifications box to ask the Mac to play its alert sound when you receive an alert, update or news item.



### 08: Sort notifications

Clicking Sort Notification Centre will produce a pop-up menu with two options presented to sort Notification Centre manually or by time.



### 09: Order apps

If you aren't happy with the order of the apps offered in the Notification Centre then you can click and drag an app to rearrange their order.

## Set up widgets in Notification Centre

Extend Notification Centre's functionality by using time-saving widgets that'll enhance your lifestyle



Notification Centre was introduced to Macs back in Mountain Lion and for the past couple of years has served as an at-a-glance method of viewing everything that's going on in your world. It gives you direct access to all your social interactions and business appointments. One major change in OS X Yosemite 10.10 was the introduction of the Today view, which – just like in iOS – gives you a run-down of your day's events from Calendar entries, Reminders, weather forecast and so on. Your entire day is laid out for you.

What's even better is that you can add widgets to your Today view by hitting Edit, for a fully customisable and personal Notification Centre. There are widgets to suit any interest or need, so you can modify the Notification Centre to your personal preferences. Essentially, Notification Centre's usefulness has been improved exponentially. We're going to guide you through setting up and using third-party widgets to Notification Centre, giving any new OS X user a time-saving method of checking vital information in no time at all.



### Notification Centre widgets

Up close with your pimped out Notification Centre

#### Notifications

Don't forget the traditional Notifications tab, which lists all of your various unseen notifications and enables you to respond straight from Notification Centre

#### Do Not Disturb

Taking your Mac into an important meeting? Sleeping with it under the pillow? Just activate Do Not Disturb, set a time period for silence and tweak the settings as you wish

#### App Store

The ultimate place for an essential list of compatible apps can be found via this App Store shortcut in Edit mode under the Today view

#### THE END FOR DASHBOARD?

When widgets for Notification Centre were announced at WWDC, everyone shared the same thought: this is the end for Dashboard, Apple's home of the simple widget. Well, it still exists but its days are surely numbered. Using a widget in Notification Centre makes a lot of sense, is quick and easy, and is supported by a thriving community of third-party developers.

#### In-depth info

Most widgets are expandable and provide even more information with just a couple of clicks – just like the Weather widget shown here. Time to wrap up warm



# Notification Centre

Customise the Today view



## 01: Basic setup

Access Notification Centre through a three-lines icon in the top-right corner of your menu bar. Your basic Today view is very useful but limited.



## 02: Mac App Store

A host of great apps already support the widget feature and there's a list on the Mac App Store's Featured page. Take a look and get downloading!



## 03: Edit tab

The Edit button at the bottom of the Today view powers up Notification Centre. Click it and you're presented with a new row of compatible widgets.



## 04: Click the plus

To add a widget click on the green plus sign next to its name. Click Done in the bottom-right and the widget is instantly added to your Today view.



## 05: Use a widget

Most widgets require a bit of personalising. The World Clock, for example. Hit the 'i' button and add a face by typing in a place and hit Done.



## 06: Add social accounts

Other widgets require you to add account details, like the Social widgets. Click Add Account and follow the steps to get your account running.



## 07: Time saver

Now you won't need the app or a browser. Send a Facebook update or tweet a post with all the usual additions, right from Notification Centre.



## 08: Reorder

Notification Centre lets you reorder the widgets on your Today view. Click and drag to reorder and banish widgets by hitting the red minus icon.



## 09: System Preferences

Edit mode leads you to System Preferences via the cog in the bottom-right. Customise how you receive notifications from your widgets here.

## Take advantage of Spotlight

Learn all about Spotlight's new features and advanced search capabilities



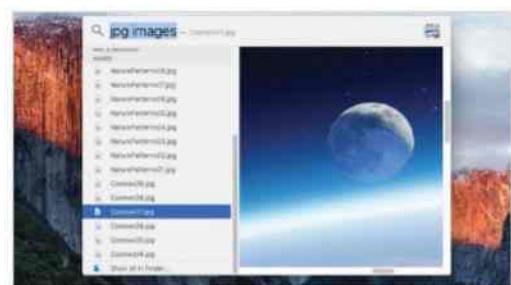
When you need to find an app, document or other file, Spotlight has long been the go-to tool for Mac users.

An updated version of this essential feature is in OS X El Capitan, boasting some great new aspects and even better searches than before.

For example, Spotlight can be resized and moved around the screen almost like any other regular window, which prevents it from getting in the way of other apps on the screen and shows more search

results. The range of Spotlight's searches is wider than before and it can find even more content on the web than ever.

There is no need to fire up Safari when performing a web search, when you can hit Cmd+Space and enter a Spotlight search (which will now search the web as well as your computer). It also has a better understanding of search queries, too, and can find items related to a phrase written as you would speak it naturally.



## Intelligent Spotlight searches

Get much more from Spotlight searches

### Top Hits

The Top Hit is Spotlight's best guess and it is indeed the Harry Potter book in this case. The result is an email and the icons next to each result indicate the type of item

### Jump to here

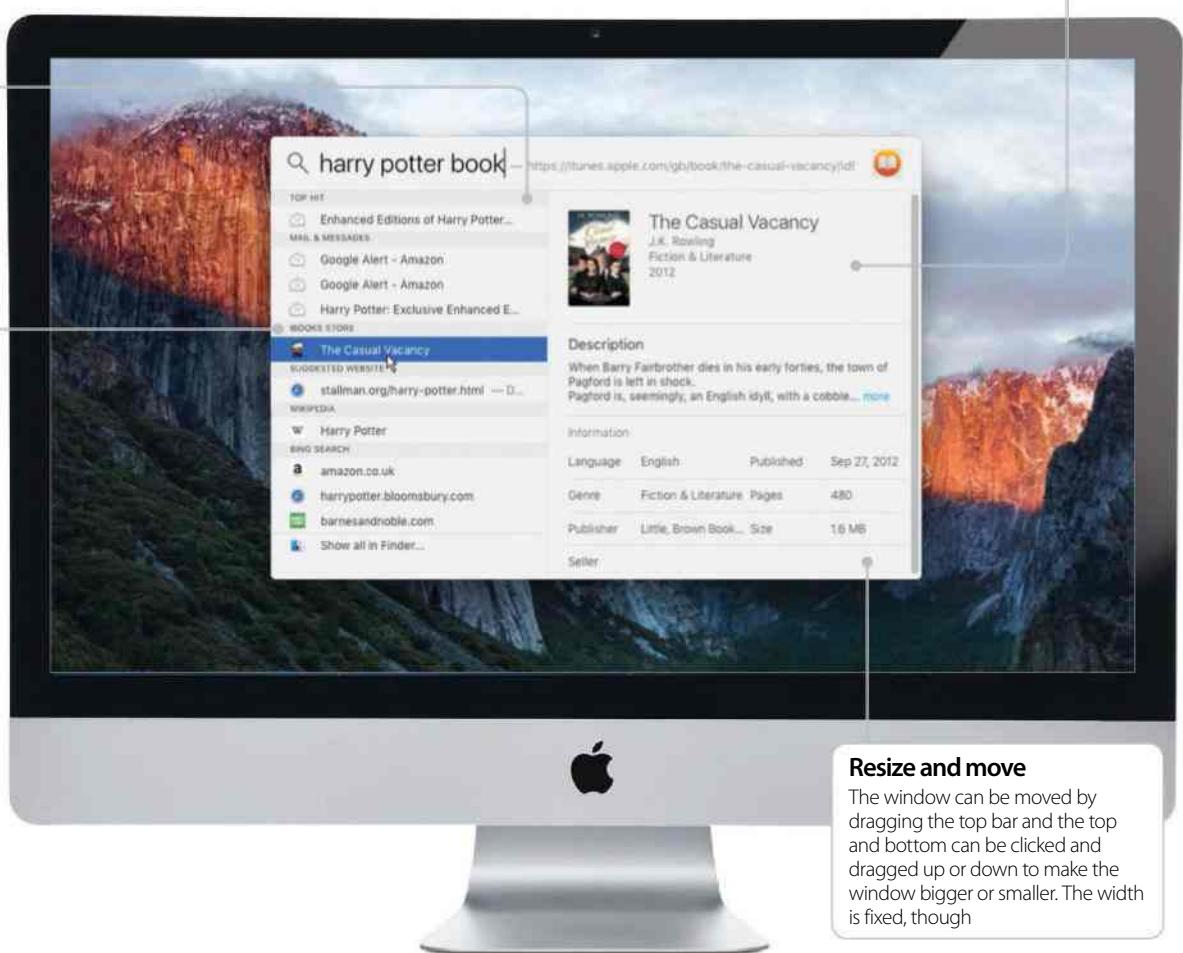
Search results are organised into sections to make them easier to navigate. Jump from one section to another section by holding down Command and pressing the up and down arrow keys

### CONFIGURE SPOTLIGHT

The results that Spotlight shows can be configured by going to System Preferences and clicking Spotlight. Tick the items that you want to see results for and clear the ticks against anything that you don't want to see. Ticking everything might show too much, so use the list to filter the search results to show important ones.

### Related information

This really highlights Spotlight's ability to find not only direct results like the top hit, but related information. It obviously looked up the author and displayed another book from her, which is clever



# Spotlight

## Get to know Spotlight



### 01: Search with Spotlight

Click the Spotlight icon on the menu bar and enter what want to find on the Mac or the web, such as The Martian. There are books, movies and more.



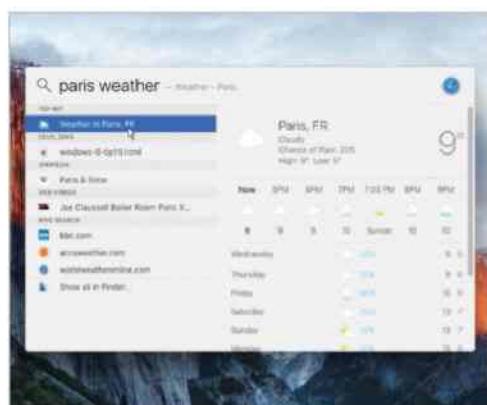
### 02: Move Spotlight

Clicking the music link opens the iTunes Store. Open Spotlight and click and drag the window to any place on the screen like a regular app window.



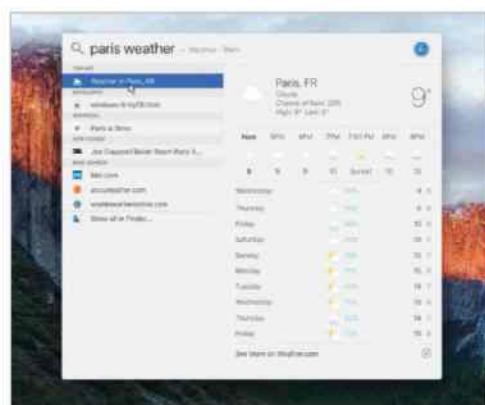
### 03: Search for videos

Add 'video' to the end of the search term and it changes everything. Now the results include links to movies on the web. In this case, the YouTube trailer.



### 04: Get the weather

Search for 'weather' and the forecast for your local area displays. You can just as easily see weather forecasts for any where. Just add the location.



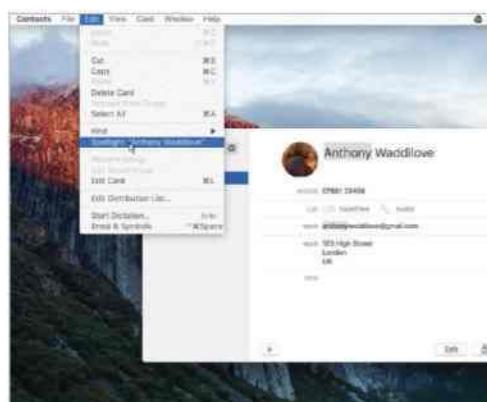
### 05: Expand the window

Sometimes there is too much information to fit in the Spotlight results window. It's easy to resize it. Click and drag the top and bottom edges.



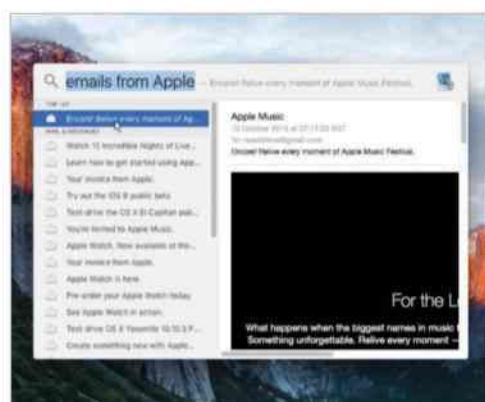
### 06: Get sports info

Spotlight can now show sports information such as upcoming fixtures and match results. Just type the name of a football team or match to see the results.



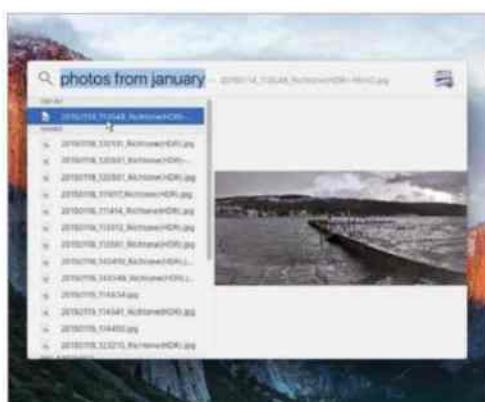
### 07: Spotlight contacts

Spotlight can be accessed from within the Contacts app. Open Contacts and select a person in the list. Go to the Edit menu and select Spotlight: 'name'.



### 08: Intelligent searches

A degree of artificial intelligence has been built into Spotlight and it can understand more than you might expect. For example, search for 'emails from name'.



### 09: Use dates

Dates can also be used in searches. Suppose you want to see the photos you took in January. Just type 'photos from January' in Spotlight.

## Inside System Preferences: Personal

Learn how to tune and tinker with the inner workings of your Mac by following this simple, four-part guide to System Preferences. First up: the Personal settings...



Many Mac users are happy to leave their Mac set up the same way it was the day they opened the box.

That's fair enough – after all, why fix what isn't broken? However, if you're prepared to take a few minutes to delve into the wealth of settings at your fingertips, you may just find a few that could change the way you work, make your Mac a safer place or just spruce the ol' gal up a little. In the first of a four-part guide, we're going to take you, icon by icon, through the top row of the System Preferences window: the Personal settings...



### Security

#### Energy Saver

By setting your Mac to require a password when waking it from sleep or screen saver, your Mac will automatically lock while you're away. You can also set it to only respond to a certain remote control.

#### FileVault

By using FileVault, you can automatically encrypt every file on your Mac – great for security-conscious laptop users worried about losing their computer, and the sensitive data it contains.

#### Firewall

It's no myth that Macs are safer on the internet than Windows-based computers, but if you'd rather be safe than sorry you can turn on the Firewall to monitor and block potentially dangerous connections from the net.



### Dock

With these settings, you can easily control how the Dock (the bar of icons along the bottom of your screen) looks and behaves.

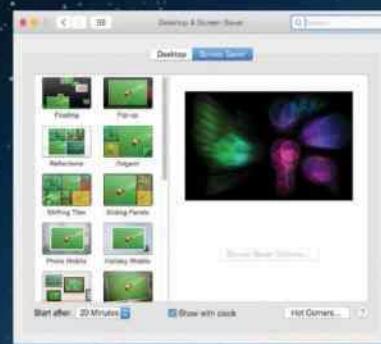


### Desktop & Screen Saver



#### Desktop

Set the background picture on your desktop to one of the Apple-supplied images, one of your own photos from iPhoto or one you've downloaded from the internet.



#### Screen Saver

Set an animation that automatically starts when your Mac hasn't been used for a while. Choose from one of Apple's, or automatically create a slideshow from your iPhoto albums.

### Mission Control



#### General

Sometimes you can't find the window you need among the many you have open. Mission Control provides a handy overview of all your open windows and applications all arranged in a unified view. You can tailor the views and shortcuts here.



#### Hot Corners

Accessible from the Mission Control pane is the 'Hot Corners' settings. You can move your cursor into a corner of your screen to trigger certain actions, such as screensavers and sleep mode. You can determine what corner performs which action here.



## Scroll bar controls

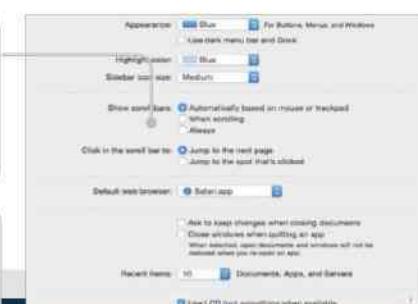
With a scrolling mouse, you may never have used the scroll bars on the edge of every window, but there may still be settings here that you'll find extremely useful – such as the Jumping options

## Text smoothing options

Without smoothing the words on your screen can appear harsh and jagged, but you might find text too fuzzy to read comfortably at smaller sizes. You can fine-tune the effect here

## Search System Preferences

If you know there's an option you'd like to change but can't remember where it is, try entering its name into this search box to see matching icons dynamically highlighted



## General

In this pane, you'll find the settings that affect how your windows and menus appear. You have the choice between the usual Blue theme, with shiny blue controls and red, amber and green window widgets, or – if you find all the colour distracting – you can switch to the Graphite theme where all the controls are grey instead.

# Language & Region

## General

For most users, this will come preset, but you can quickly change the language of menus and controls in the left-hand pane of this screen.

## Advanced

Dates, prices or times not displaying the way that you would like? You can change how your Mac automatically formats numbers by clicking Advanced on the Language & Regions page. Presets for most regional variations are here.

## Text

Click Keyboard Preferences from the Language & Region panel to find the Text options. You can set your Spell Check options here, and also set your Mac to replace certain typed shortcuts with special symbols, like (c) for ©. This only works in supported applications.

## Keyboard

While you're here, click the Keyboard tab. The thing most users will find useful in this section of System Preferences is turning on the Keyboard and Character Viewer, which gives you a map of those hard-to-find symbols on your keyboard, like é, ü or °.

# Notifications

## In Notification Centre

In this panel, you will be able to determine what apps alert you in your Notification Centre and change the order by dragging the apps around.



## Alert style

Click on a listed app and then you will be able to determine how the alerts appear on screen, such as banners and alerts that pop-up on screen.



## Inside System Preferences: Hardware

Get to grips with the technology inside your Mac by following this simple four-part guide to the System Preferences. Part two: get your hands dirty with the Hardware settings...

 The simplicity of Mac OS X means that you don't have to become an expert on computer hardware to enjoy using your Mac. For most peripherals, you can just plug in and play; at the worst, you may have to install the occasional driver. However, with the improvements made in recent versions of Mac OS X, even these installations are becoming fewer and farther between. This ease of use doesn't mean there aren't any settings to fiddle with, though – System Preferences has a whole row of icons dedicated to fine-tuning the hardware settings of your Mac, and a few well-chosen tweaks could vastly improve the way you work.

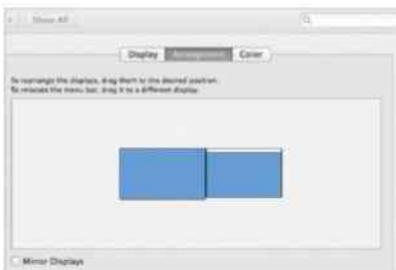
### Displays

Make sure you're using the optimum viewing settings to get the most from your monitor



#### Display

Everything seems a little small on screen? The higher up the list you set the resolution, the more pixels and screen space you'll have, but everything looks a little smaller as a result.



#### Arrangement

If you're sporting more than one monitor for your Mac, this panel lets you tell your computer how they are positioned and which one you want the Menu bar to appear on.

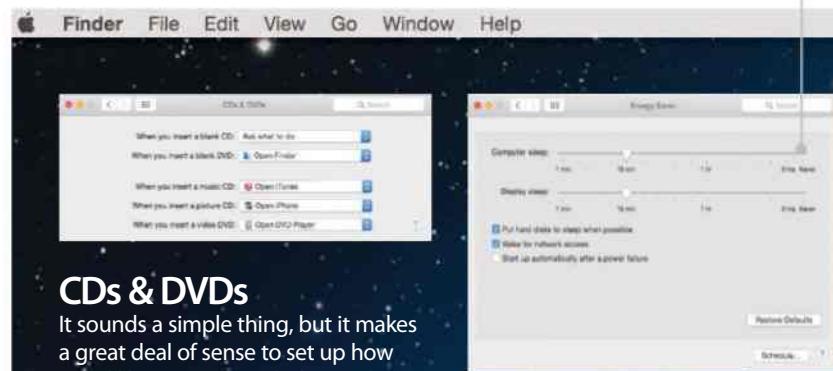


#### Colour

Ensure you're seeing the correct colours by either selecting the correct Display profile or, even better, by clicking the Calibrate button to create a bespoke setting.

#### Schedule

Want your Mac to be on when you wake up or get home from work? Use the Energy Saver schedule to set when your Mac turns on, turns off, goes to sleep or wakes up



#### CDs & DVDs

It sounds a simple thing, but it makes a great deal of sense to set up how you'd like your Mac to behave when you slide a disc into the drive. Want blank CDs to appear on the desktop? Just set the blank CD action to 'Open Finder'. Don't want the DVD player to open when you pop in a movie disc? Just choose 'Ignore' from the video DVD menu, or set it to open in Front Row if that's how you prefer to watch your films.

### Keyboard



#### Keyboard

Considering how much of the time you spend sitting in front of your Mac, you also spend time tapping away at your keyboard, so it's good to make sure you've got it set up perfectly. If you're a slow typist then increasing the 'Delay Until Repeat' setting is an especially good idea if you often find yourself typing repeating letters.

#### Energy Saver

Possibly the most useful of this row of preferences, the Energy Saver settings do much more than cut down your electricity bill. The Computer Sleep slider sets how long you'd like your Mac to stay on when you're not using it, while a second slider lets you set the same for just the Display.



#### Keyboard Shortcuts

Mac OS X comes crammed with many keyboard shortcuts that can speed up how you work, saving your hand a trip to the mouse or Trackpad. Not only can you discover what they all are from this pane, you can also tweak and change them to better suit your fingertips – a great way to personalise your Mac for the way you work.

### Share your printer

Although Wi-Fi printers are surprisingly cheap these days, if you have a non-networked model you can still share it across multiple Macs (and PCs) by ticking this checkbox



## Printers & Scanners

With every new version of Mac OS X, Apple has significantly improved the printer installation experience. So much so that many users will never need to visit the Print & Scan preference pane – simply plug in your printer and most times it will just work. That said, it's still useful to set your default paper size or check the amount of ink in your printer by clicking the Options & Supplies button.

“If you’re the arty type and use a graphics tablet, you might want to have a play with the handwriting recognition built into Mac OS X”

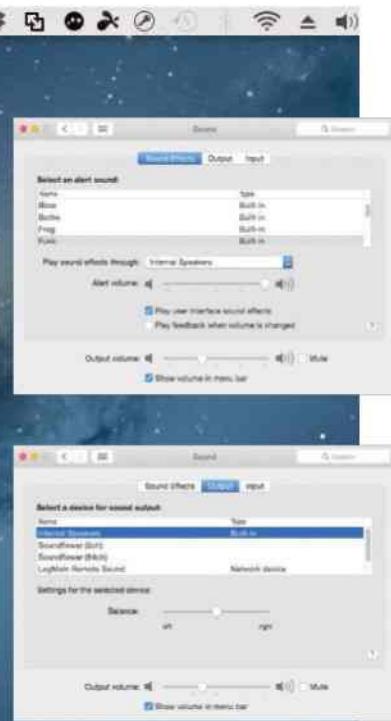


## Mouse & Trackpad

The pane that you see here will depend on whether you use a laptop with a Trackpad, a Magic Mouse, Mighty Mouse or a third-party mouse. As with the keyboard settings, considering how much time you spend controlling a cursor, it's important to get these settings perfect – especially the tracking and double-click speeds.

### Learn your gestures

As multi-touch devices, like the Magic Mouse or the Trackpad on your laptop, improve the way you get around your Mac, you'll find yourself faced with more and more gestures and actions. You can customise them so the different buttons suit you

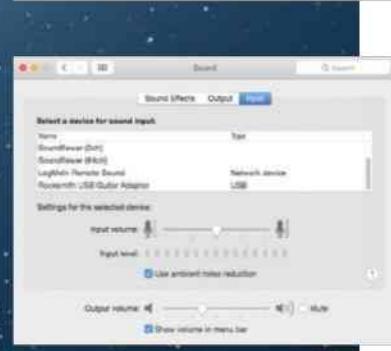


## Sound Sound Effects

Your Mac makes a number of small noises to give you feedback on certain events. Choose which ones you'd like to hear, and how loud you'd like them to be.

## Output

On most Macs there are a number of ways to pipe the audio out – through headphones, the built-in speakers or through a digital optical cable, for example. You can choose which one to use from this pane.



## Input

The audio input options are less useful to most users, until you decide to try Skype, record a movie voice-over or experiment with GarageBand. Choosing the right input device will depend on the equipment you use, but it is vital for a great result.



## Ink

If you're the arty type and use a graphics tablet, then you might want to have a play with the handwriting recognition that's built into Mac OS X. Ink allows you to enter text using your pen and tablet instead of the keyboard, and it can be great for taking notes. You can also set up gestures to control your Mac with the pen.

# Get started

## Inside System Preferences: Internet & Wireless

Get to grips with the technology inside your Mac by following this simple, four-part guide to the System Preferences. Part three: networking and syncing

 There's one aspect that sets the computers of today far apart from those we were using just ten years ago: **networks**. Back in 2000, the internet was only just starting to become commonplace, and if you did have it then you probably only had it on one computer in the house (which wasn't really a problem, as most houses only had one computer). Now, with the advent of easy Wi-Fi and cheaper computers (plus iPods and iPhones), many houses have a handful of connected devices sharing the airwaves and, with a little setup, sharing their connections, files and data too. The Internet & Wireless row of icons in System Preferences is all about your Networks – local and worldwide – how you interact with them and how you choose to share across them, be it sharing your files, screen, printer or even disc drive.



### Network

For most users, this should hopefully be one of those 'set it and forget it' preference panes, if you ever need to set it at all. With most modern networks, you should find your Mac just connects and configures itself. Bliss.



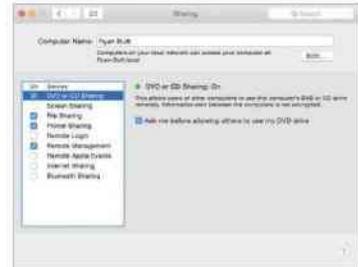
### Bluetooth

Check out the status of the Bluetooth peripherals you have connected to your Mac. To add a new Bluetooth device, like a mouse, keyboard or phone, click the '4' button.

**"You should find your Mac just connects and configures itself"**

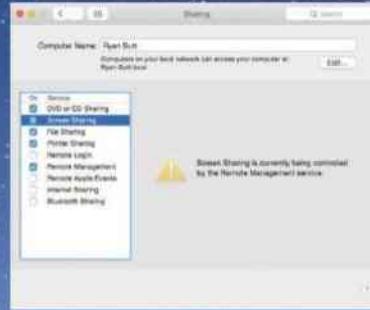
## Sharing DVD or CD Sharing

Share your DVD drive with a Mac that either has a broken drive or doesn't have one at all, like the MacBook Air or the Mac mini server.



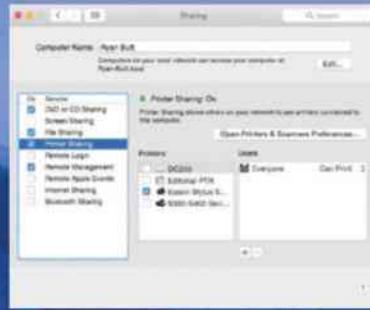
## Screen Sharing

Allow another computer (or iPhone) on your network to see your screen, and even control your Mac remotely.



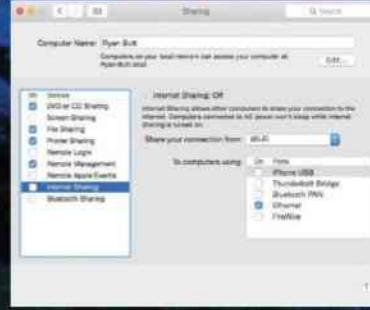
## Printer Sharing

With the tick of a box, you can share any printer connected to your Mac with any other local computer.



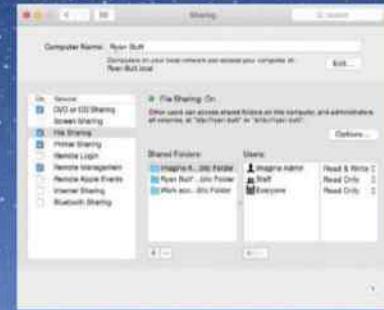
## Internet Sharing

Share your internet connection with another computer by ticking the box and selecting the correct ports.



## File Sharing

Make files in certain folders available to other computers on your network. You can control who sees what.



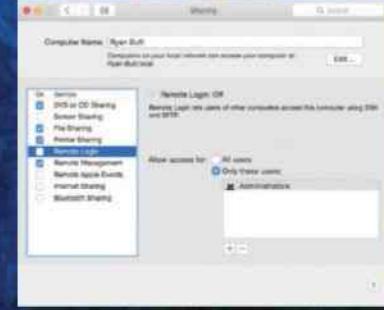
## Scanner Sharing

With Mac OS X Yosemite, this feature has now been incorporated into the Printer sharing settings.



## Remote Login

For those users happy typing commands into Terminal, this setting allows remote login to the Mac.



## iCloud Account Details

Sign in with your iCloud details to be able to sync details, files, music and movies across all of your devices.



## Sync

Syncing across iCloud allows multiple Macs and iPhones, even those in different locations, to share the same bookmarks, address books, calendars and more.

## Manage

The iCloud is your virtual hard drive on the internet. You can use it to store photos, movies and files. This preference pane lets you check your space – you are provided with 5GB as standard but can purchase more if you need it.

## View Account

You can use this option to check that your existing account details are correct or edit them to reflect any changes in your address or credit card information. You can also upgrade your iCloud account with more storage.

### Purchase more space

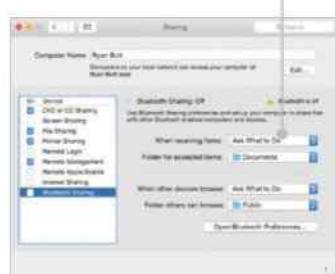
Your iCloud account comes with 5GB of free space as standard, but if you come to realise that you require more, then click on 'Manage Account' and then click 'Change' next to the Storage option and purchase anything up to 50GB in storage space

### Stay safe

You don't want to let just anyone send your files over Bluetooth, especially if you use a laptop in crowded areas like airports. To be safe, tick both 'Require pairing' boxes and leave the 'When' options as 'Ask What to Do'

## Bluetooth Sharing

Share photos, ringtones and more with a mobile phone using Bluetooth Sharing to create a short range network to pass files across.



## Inside System Preferences: System

Get to grips with the technology inside your Mac by following this final part of our guide to System Preferences. In this section, delve into the final row – the System settings



The System settings, like the Network settings above them, get deep down and dirty into the depths of OS X.

Many of the changes affect all users of the Mac, and it's here where you'll discover the tools you need to control which users can do what. It's also where you'll find Accessibility, the first place you should go if you have physical difficulties that make it hard for you to enjoy using your Mac.



### Date & Time

Always be sure that your Mac's clock is bang on time by setting it to automatically stay synchronised with Apple's time servers over the internet.



### Time Zone

Let your Mac know where you are in the world by clicking the map near where you are, then choosing the closest city to you from the pop-up menu at the bottom of the screen.



### Clock

Set how your Menu bar displays the date and time. If Menu bar space is at a premium then you can choose to see a tiny analogue clock, or even get rid of it completely and have your Mac announce the time on the hour, every hour.



### Password

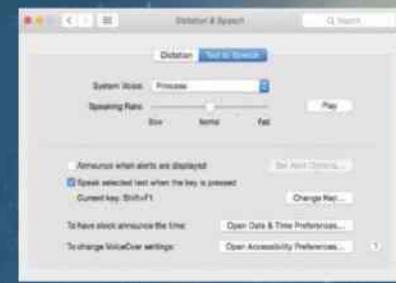
The left panel of the Accounts screen allows you to create new user accounts, or select the account you wish to edit (only if you're an Admin user though). The settings on the right enable you to change your password and name (but not your short name that's used elsewhere on the system).

### Dictation & Speech



### Dictation

Wherever you can type text on your Mac, you can now speak it instead. By activating this feature and using your Mac's built-in microphone, you can dictate to your machine and then the recording will be digitally sent to Apple and converted into text. Read more about it in the pane itself.



### Text to speech

Not only can you talk to your Mac, it can talk straight back at you. Text to Speech can give you valuable audio feedback when your Mac requires your attention, speaking alert boxes and more. You can also choose your Mac's voice from a wide range of styles and speeds.



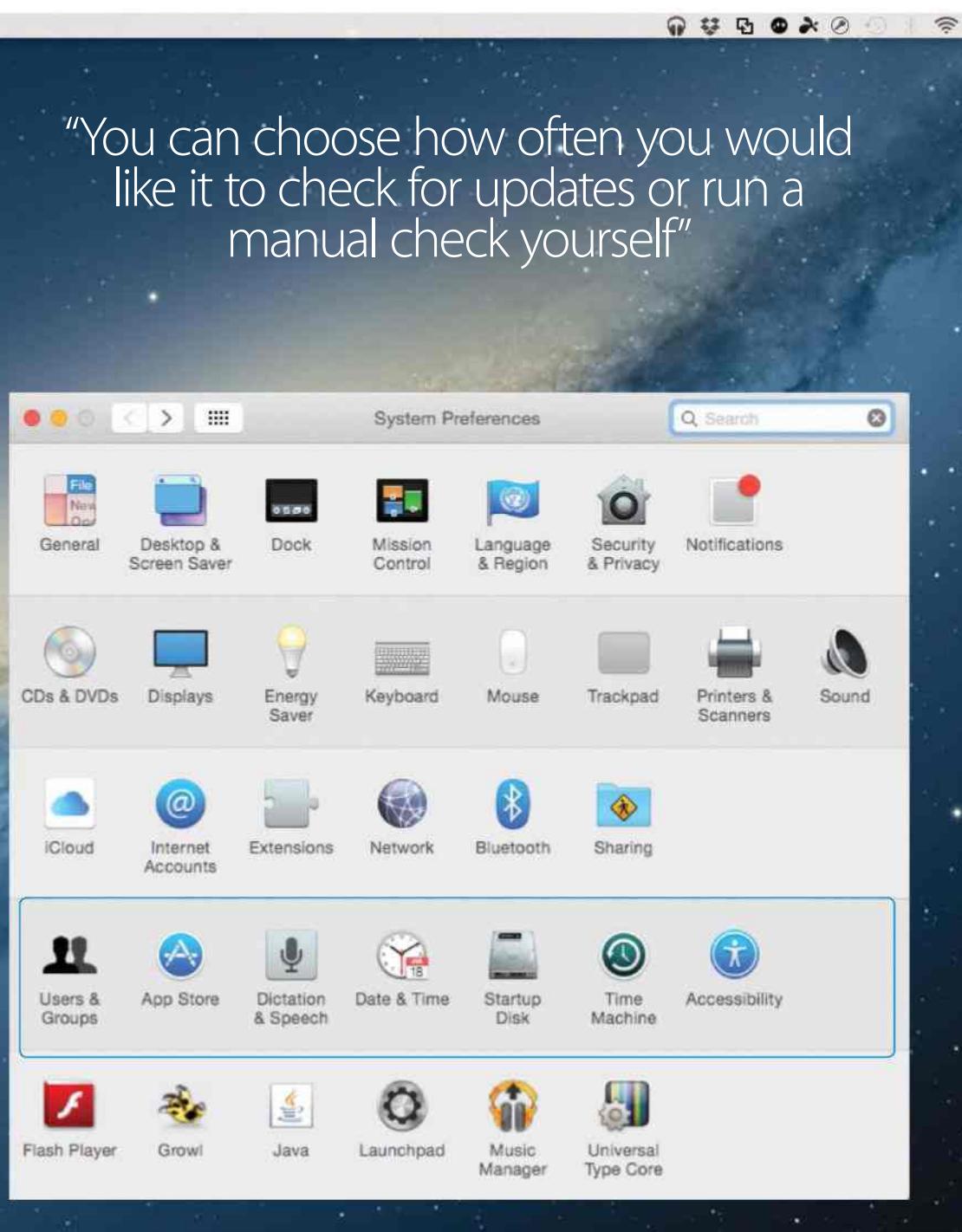
## Startup Disk

For power users with different versions of Mac OS X installed across multiple hard drives, this pane enables you to pick the drive you'd like to start from.



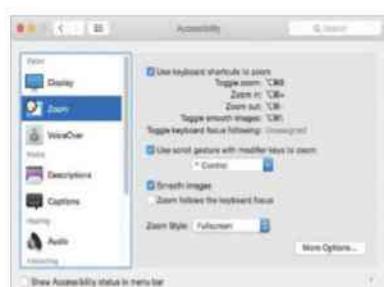
## Time Machine

Mac OS X comes with what is arguably the best 'set it and forget it' backup utility: Time Machine. Turn it on, select a disk and then rest assured that your data is safe.



## Software Update

Software Update runs automatically to ensure your Mac is always running the most up-to-date version of any Apple software you have installed, including OS X, iPhoto, iMovie, Pages and more. It lives inside the App Store app, but you can access Software Update via the App Store tab in System Preferences.



## Accessibility

This pane houses all of the options to make the Mac much easier to use if you are visually impaired, hard of hearing or find it difficult to hold down multiple keys simultaneously. Here, you will find options relating to the display, keyboard, mouse and more, to tailor your Mac to your needs.

## Tweak your trackpad settings in System Preferences

Learn how to change the settings in System Preferences to master multi-touch gestures



If multi-touch gestures, introduced with Snow Leopard, are the cornerstone of the OS X experience, then the trackpad can certainly be seen as the bricks and mortar that holds it all together. Without the built-in multi-touch trackpad on the MacBook Pro or MacBook Air, or the amazing wireless Magic Trackpad, OS X and its myriad new features wouldn't run half as smoothly.

The trackpad settings pane in System Preferences helps to make that experience even better by

allowing you to decide which gestures perform what action, as well as playing you a handy video of exactly how to perform them. It means you can make the trackpad work exactly how you want it to and tailor it to your needs. In this tutorial, we'll show you how to get the best out of this little-known feature in order to make the most of your OS X experience. It's an easy process that will soon have you finding your way around your Mac with smooth moves that suit you.



## Using the preferences

Make the trackpad settings suit your needs with this window

### MASTERING GESTURES

In order to get the most out of OS X, it's a good idea to get used to the gestures that will save you time. For example, pinching with your thumb and three fingers with a claw-like movement will bring up Launchpad, while pushing three fingers upwards will bring up Mission Control. Both gestures allow you to speed up things like organising your desktop and launching apps.

### Tracking problems?

If your Magic Trackpad is slow or unresponsive, your first port of call should be the tracking speed slider in the trackpad settings. If that doesn't make any difference, try replacing the batteries in your trackpad and reconnecting.

### Video previews

Even if you don't want to change any of your trackpad settings, the video previews in System Preferences can really help you master some of the more tricky multi-touch gestures. They're time-savers and worth learning.

### Tabs

Different trackpad settings are grouped under three different tabs – this makes finding exactly what you want to adjust a lot easier and quicker. It also helps to de-clutter what can often be confusing preference panes

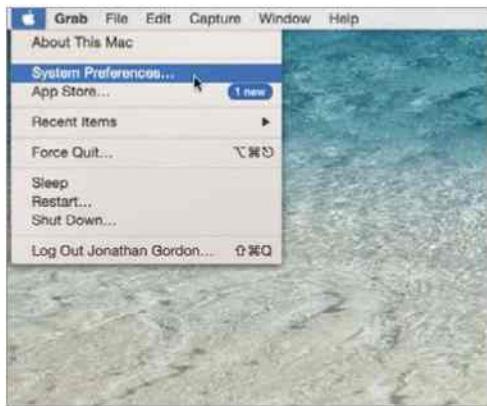
### Making settings simple

Recent versions of OS X have improved the UI of its trackpad settings by spacing out different settings and making it clear which ones relate to which gesture with the use of highlights, arrows and videos



# System Preferences

Tweak your trackpad settings



## 01: System Preferences

Click on the Apple logo in the menu bar, then click on System Preferences. Here you'll find all the settings for your Mac.



## 02: Find the icon

Click on the Trackpad icon in System Preferences – this is known as a preferences pane. When you install apps, they'll create preference panes here.



## 03: Check them

Trackpad settings are displayed as checkboxes; check or uncheck them to activate or deactivate the settings. A video description is included to help you.



## 04: Change the gesture

Under some settings, you can change the gesture that controls them. Click on the drop-down menu and choose the gesture that best suits you.



## 05: Hover and preview

A short video animation is displayed to help you understand how to perform different gestures. Simply hover over the gesture's name to preview.



## 06: Different directions

Uncheck 'Scroll direction: natural' to revert two-finger scrolling to pre-Lion behaviour. Since then, content follows your finger movement.



## 07: More Gestures

Under the More Gestures tab you'll find some of the more complex gestures. Make use of the videos to master these new features.



## 08: Tracking Speed

Drag the Tracking Speed slider to adjust the sensitivity to your finger movement. The faster on the slider, the more responsive it will be.



## 09: Magic Trackpads

If you own a Magic Trackpad, set it up by clicking 'Set Up Bluetooth Trackpad' in the bottom corner of the Trackpad settings window.

## Set up and use Split View

Learn how to place two full-screen apps side-by-side with OS X's new multitasking feature

 One of the many new features in OS X is Split View, a subtle tweak that is useful for streamlining the way you use more than one app at a time. Until now, any apps that were maximised to full screen dominated the desktop space individually, making it impossible to work across two side-by-side.

Split View rectifies this, enabling you to choose a pair of supporting apps that will share the current desktop space. Working hand-in-hand with a

revamped Mission Control, Split View can be easily initiated using each app's green maximise button in the top-left corner. Hold this down and a blue overlay toggles the left and right sides of the screen, snapping current and neighbouring apps to the desired areas.

It's a neat trick and one to take for granted once you have mastered it. Read on to discover lots of ways in which splitting your screen can make life easier for you.



### Split View in action

We take a quick look at how Split View appears while selecting a second app

#### SPLIT SPLUTTERING?

If Split View doesn't seem to be working as expected, some users have found a fix worth trying. Open up System Preferences, via the Dock or from the Apple icon, picking the fourth icon from the top row to view Mission Control preferences. From here ensure that the 'Displays have separate Spaces' option is ticked before rebooting and trying to use Split View again.

#### Split View dividing line

When two apps are chosen and both screen halves occupied, you can shift the halfway point. Simply click and drag the thick black line down the middle of the screen left or right to adjust

#### Things by half

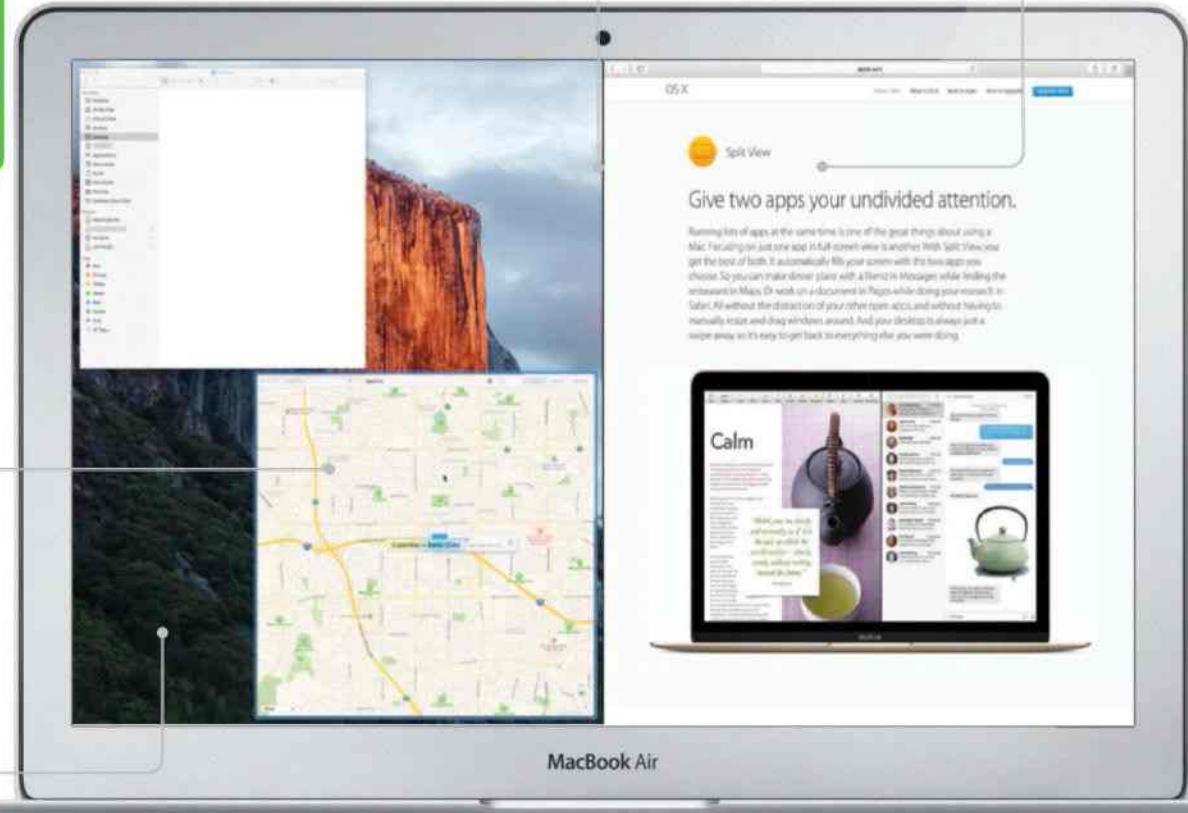
In Split View, apps are maximised within just one side of the current desktop. With only one app selected on either side, clicking again sends it fully full screen instead

#### Available apps

While initiating Split View and with a first app fixed, available apps are shown within the opposite vacant portion. Mouse over and click any of these to maximise alongside the first app, or use the desktop instead to exit

#### Unsupported apps

Any open and active apps that do not support Split View are shown as thumbnails in the lower corner. Hover over these and Split View will indicate 'Not Available in Full Screen' instead



# Split View

See in double vision



## 01: Green for full screen

Start with the round green maximise button on your chosen app. All Mac apps have these, the third of three, found within the top-left corner.



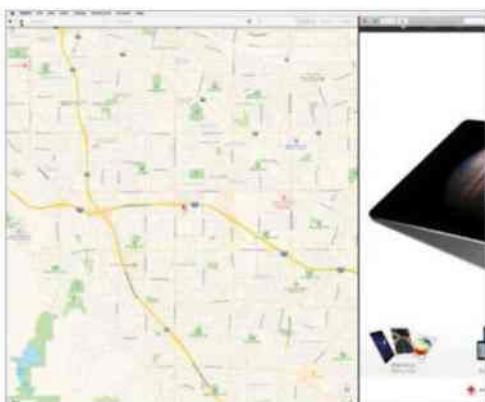
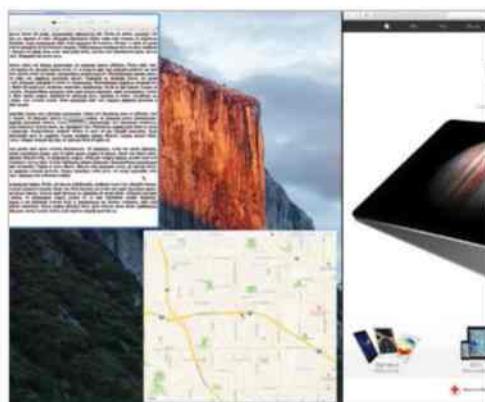
## 02: Click and hold it

Click and hold the green maximise button. If the app supports Split View, the desktop will show a blue overlay below a draggable preview of the app.



## 03: Game of two halves

If you release the green button without moving the app, it will maximise to fill the current half of the screen, then you can choose a neighbouring app.



## 04: Switching sides

If you dragged the app to the opposite side of the screen, the blue overlay follows. Releasing the app maximises it to fill that half of the desktop instead.

## 05: Split or run

After one half screen is filled, you can now click on another app to occupy the other half. Click the first app again to go full screen or the desktop to exit.

## 06: Split View

With both halves filled, you are now in Split View. Hover to the top of either app and click the green button to exit.

# Manipulate Split View

Split View is all about improving workflow and the sense of focus between two apps in a busy desktop. It works in conjunction with Mission Control too, to negotiate windows within multiple workspaces. As we've seen it's easy to access, but also manipulate slightly once initiated. Chiefly you can then adjust the split point from halfway to give one app more screen estate over the other, while very easily dragging each app to swap positions.



## 01: Adjust the divider

Rather nicely within Split View you aren't forced to use an exact 50-50 split. With two apps side-by-side, hover the mouse over the black divider line. Click this line, hold and drag the divider either left or right to adjust.



## 02: Swapping sides

In addition, you can very quickly switch the positions of the two apps within Split View. Simply click one app, hold and drag the app across to the other side and watch the two obediently swap places as desired.

## Recover files with Time Machine

Your guide to restoring lost and changed files with Apple's built-in backup app



A lot of the files on your Mac will no doubt be quite valuable. There are videos, music, photos, personal and work-related documents, and much more on the disk drive. How would you cope if you lost them? Fortunately, Time Machine aims to solve the problem by making backups – copies – of files, and storing them elsewhere in a safe place. If you lose a file for whatever reason, be it an accidental deletion or a disk fault, then Time Machine lets you recover it.

It is called 'Time Machine' because that's what it is. For all intents and purposes, it effectively allows you to go back in time, and if a folder contained a

file last week that you can no longer find, then you simply turn back the clock and retrieve it. It's a brilliant feature, and not just for lost files; you can retrieve earlier versions of files that have changed, too. The latest Time Machine is the best yet, and you no longer need to have a second disk drive in order to use it.

**"You don't need a second disk drive to use Time Machine"**



## Work with Time Machine

The key parts of Time Machine you need to know

### OS X's LOCAL BACKUP

Suppose your MacBook at home or work is connected to a USB disk drive in order to enable Time Machine to back up the whole hard disk drive. When you go out with your MacBook, that Time Machine disk is no longer available. Don't worry; since Lion, Time Machine continues to back up files by using spare space on the local internal disk.

### Restore the file

You can select a single file or a whole folder of files in the Finder window, and click the big 'Restore' button. Ctrl/right-clicking a file reveals other options, such as 'Get Info'

### Back and forth

Guess when your lost file is located by clicking a title bar in the stack, or by clicking the timeline. Then use the forward and back buttons to move one step at a time and find the file

### Browse the disk

Time Machine opens the current Finder window or the desktop. You can then navigate the disk, and change to any folder using the usual Finder features. The Sidebar shows Favourite locations

### The timeline

On the right is a timeline that stretches from the present back to the distant past. Dates where backups were made to the Mac's disk are in grey, and purple shows backups to a USB disk drive



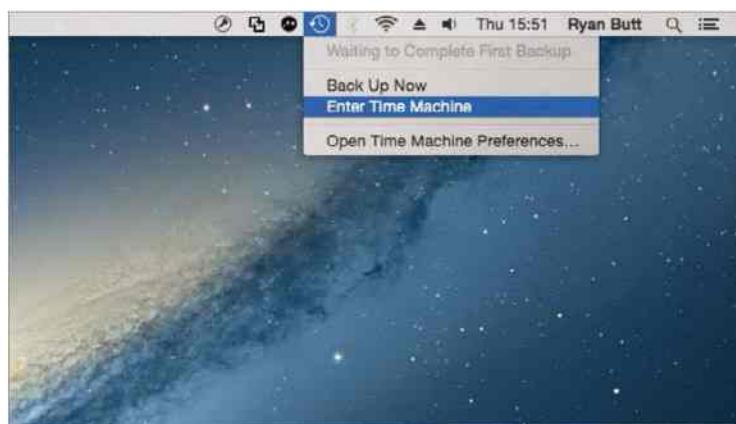
# Time Machine

Find and restore lost files



## 01: Turn it on

Go to System Preferences on the Apple menu, and click 'Time Machine'. There is a useful option to show the status in the menu.



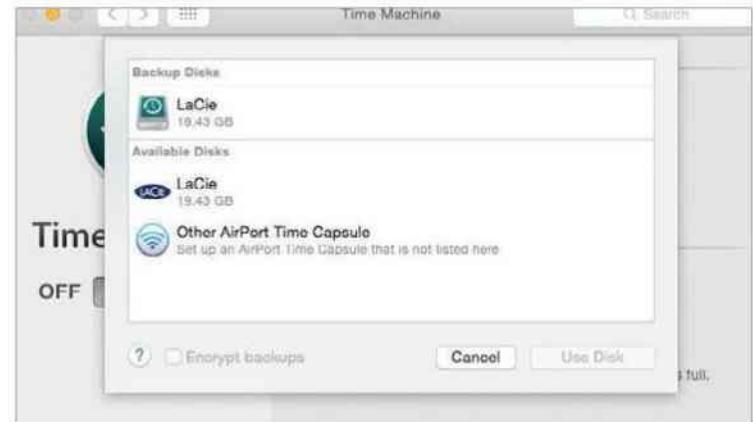
## 03: Enter Time Machine

Once set up, you won't notice it. Click the menu bar icon, and there are options to start a backup immediately, or enter Time Machine. Let's enter it.



## 05: Select and restore

A file can be selected in the Finder window, but there are more options available by Ctrl/right-clicking. Alternatively, click on Restore.



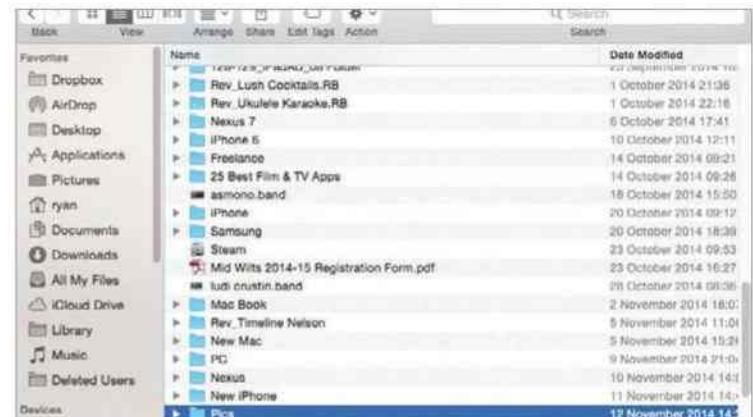
## 02: Choose a disk

Click the 'Select Disk' button, and the disk drives connected to the Mac are displayed. Time Machine works best if you select a large empty disk.



## 04: Browse the backups

A stack of Finder windows are displayed, and you can navigate the disk to any folder. Move back in time using the arrows or timeline on the right.



## 06: Save the file

Time Machine asks you to select a folder in which to put the file. It can be put back in the folder it went missing from, or stored in a different one.

## Use Disk Utility to check the health of your hard drive and repair it

Checking and improving the health of your hard drive is easier than you think. With a couple of clicks you can set your mind at rest...



It can become pretty scary when your Mac starts to show tell-tale signs of wear and tear. As well built as they are, like everything else on the planet, they are susceptible to the pitfalls of ageing. Prolonged use and writing and rewriting of data can cause things to slow down, and in some cases cause errors.

Luckily, Apple has made it very easy for you to check on the health of your hard drive. Using an

application called Disk Utility, users can very easily check disks, repair damage and even erase free space to keep the volume healthy and happy. If used on a regular basis you can quite easily keep your hard drive from slowing down and retain that great snappy feeling you had when you first bought your Mac. You will also, with regular use, be able to spot any serious problems before they cause any devastating loss of data.

“Luckily, Apple has made it easy to check on the health of your hard drive”

### Get a snappier drive with Disk Utility

Clearing free space on your drive can have a marked improvement on performance

#### Tab it up

Clicking here will take you to the Erase section. Be extra careful before you click anything here as you could wipe important files

#### Double check

Be sure that you are making changes to the correct disk. Check and double check before starting actions in Disk Utility

#### Erase Free Space

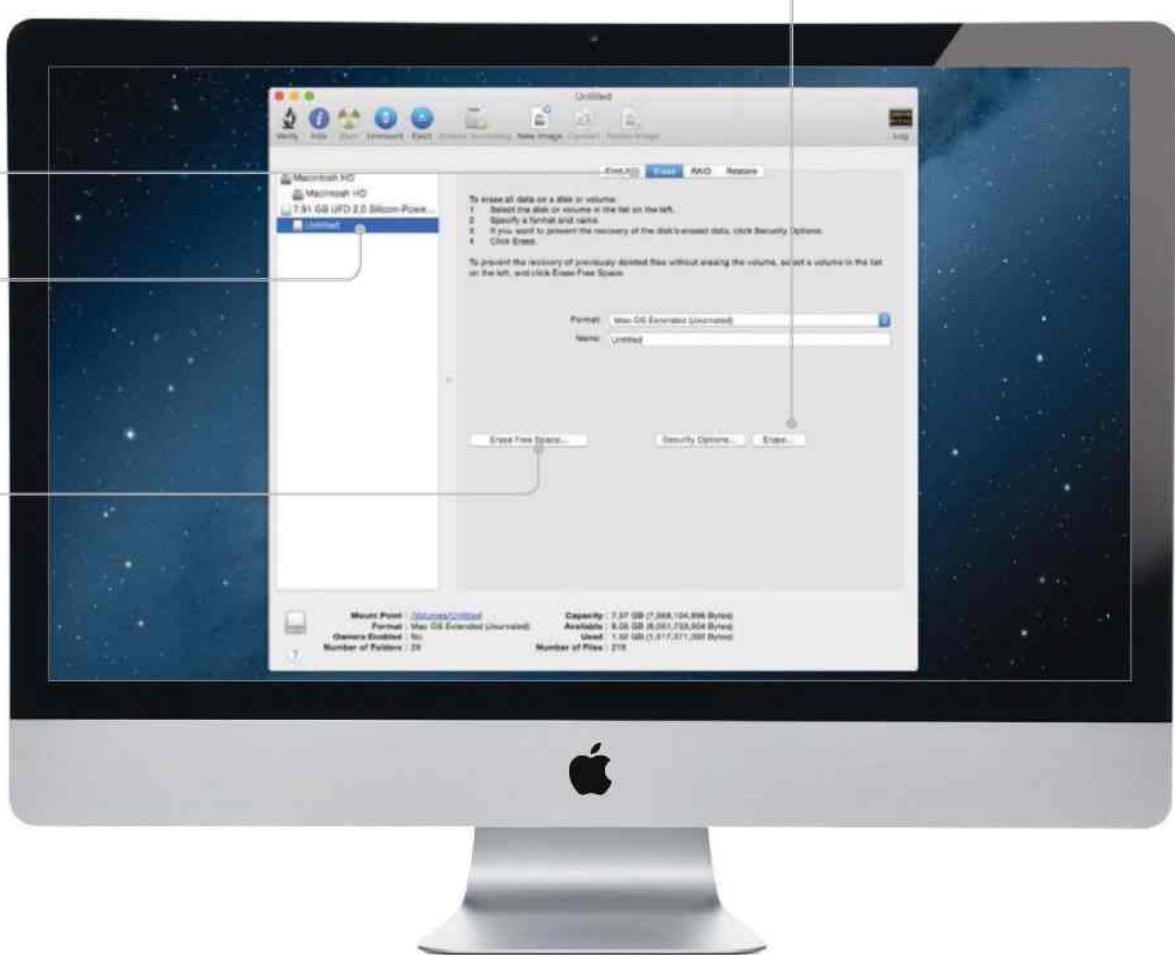
This will only erase space that isn't being actively used; so if you've done some house keeping and cleared a lot of files out then this is a good way to get some performance back as a result of the change

#### SERIOUS PROBLEMS

Disk Utility may not be able to repair serious problems, but it will definitely let you know if it spots anything untoward. Any serious problems will be highlighted in red and often there will be advice on the best course of action. In serious cases, this will be to contact Apple or a reseller.

#### Erase options

Here you can choose the level of erasing you wish to use. The 35 step is the best, but it will take an incredibly long time. Pick whichever method suits you best



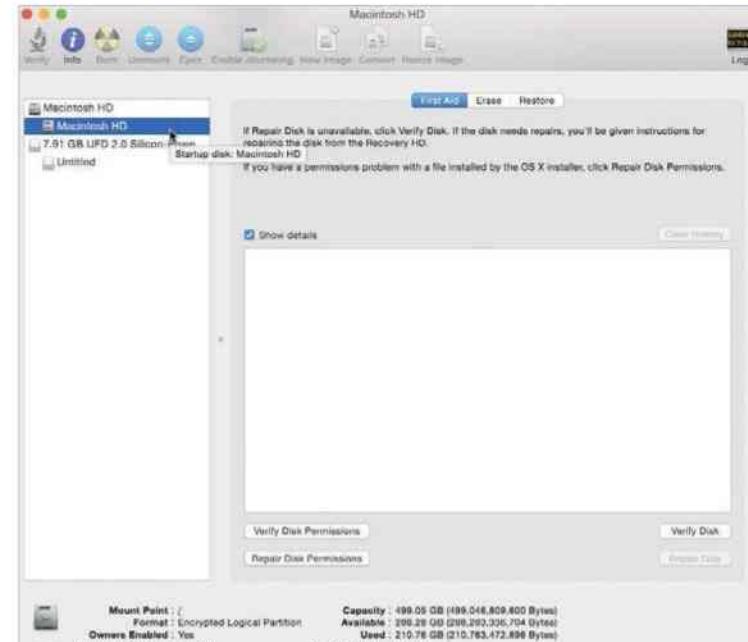
# Disk Utility

Use Disk Utility to repair your hard drive



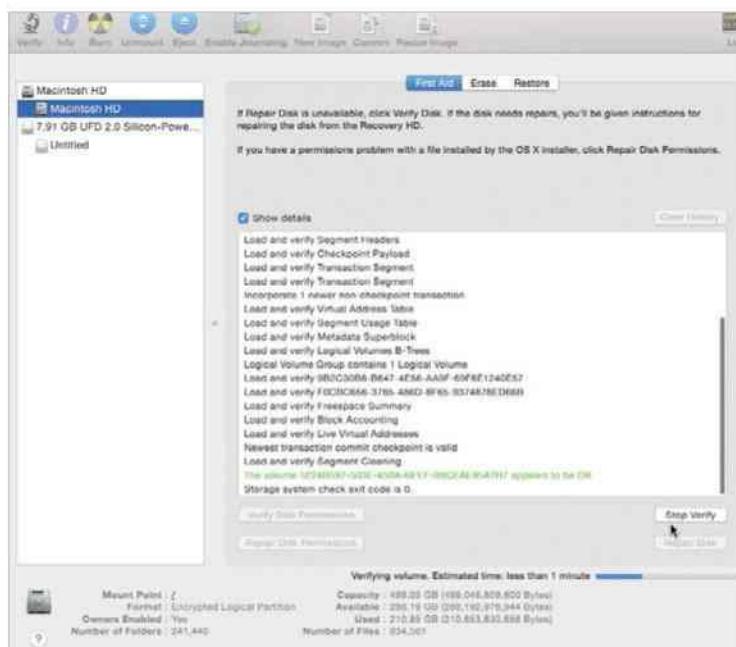
## 01: Load it

You can find Disk Utility by going to your Applications folder. Once you have navigated here, choose the Utilities folder and double-click on the Disk Utility app. Alternatively, use Launchpad from your Dock and navigate to the folder called 'Other'. You will find Disk Utility in here.



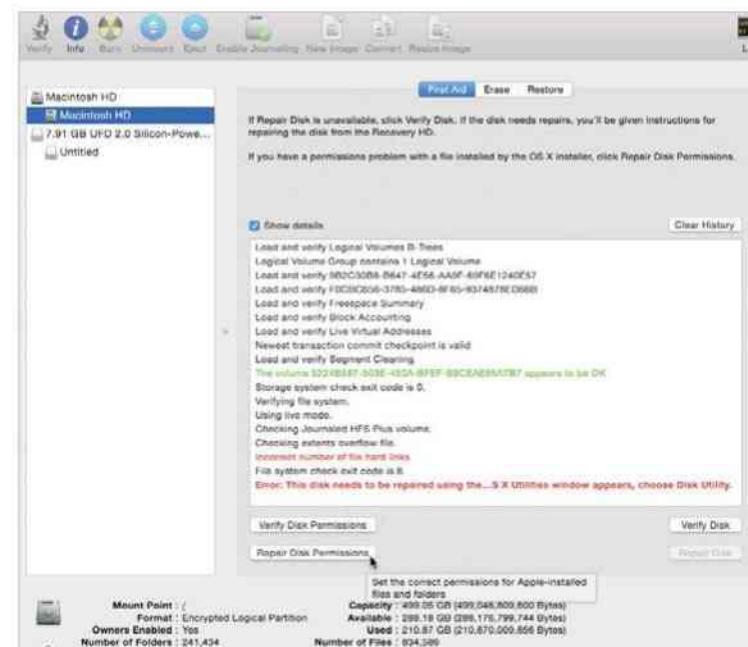
## 02: Pick a drive

The utility will work on any connected drive, including your startup disk. These will be shown down the left hand side. You just need to remember to click on the disk that you want to check before you start carrying out any specific actions.



## 03: Verify Permissions

Click the Verify Permissions button and the utility will begin checking the disk for any errors. Depending on the size of the drive and the speed of your processor, this could take some time so why not go and make yourself a cup of tea while you wait?



## 04: Repair Permissions

When the disk has been verified you should get a report detailing what it has found. If there are any warnings in there then you will need to click the Repair Permissions button. Again, this could take a while, so be patient. After that you're all done.

## Use AirDrop to share files

Get to know AirDrop, one of OS X's most useful features for transferring files fast



Transferring files had, for a long time, been an incredibly tedious process.

Before Wi-Fi was commonplace, users were forced to save their files to floppy disks and USB Flash drives, unplug them, plug into another device, then drag the files onto their desktops. Even now, for many users the process involves creating an email and sending it to themselves, a process that not only takes time, but also inbox space.

Since Lion, there's been a much simpler solution to this problem, and it's called AirDrop. When you open up the finder, you'll notice that there are a number of icons in the sidebar on the left hand side. One of these is the AirDrop icon, which is in

the shape of a radar mast. Clicking this icon will start AirDrop, and any other users who have also opened the AirDrop section will appear in the finder window. From here, you can drag and drop documents, images, movies and more onto the icon and send them through the air quickly and simply in seconds.

**“Drag and drop files and send them through the air”**



## The AirDrop interface

Find your way around the key parts of this sharing service

### Scanning

The spinning radar icon shows that AirDrop is constantly scanning for other users while this window is open. They will need to open the AirDrop tab as well if you want to find them locally.

### WIRELESS NETWORK

Unlike applications like Dropbox and DropCopy, you don't actually need to be connected to a network to use AirDrop and share your files. When you open AirDrop, your computer will start sending out a wireless signal, and when other users do the same, the machines can detect each other. Even if there is no wireless network around you, you can still send files, as your Mac will create a temporary, secure network specifically for the transfer.

### Limited options

Again, because AirDrop is a system-level application, you are severely limited by the view options. For most folders you could change almost everything, but this is strictly limited.

### Multi-user

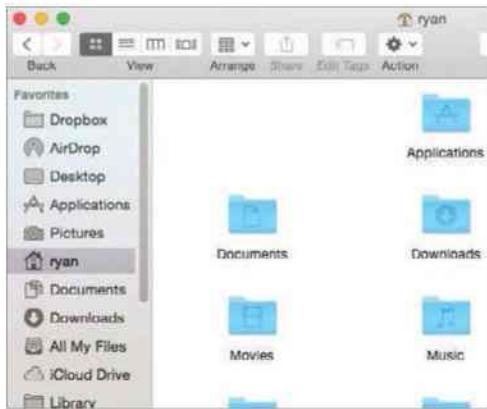
If there are a number of computers in the area with a recent edition of OS X installed, you will be able to view them all at once in the same window and drop your files into any one of them instantly

### Get Info

If you Ctrl/right-click and select 'Get Info', this window will open. For most applications there is a lot of information, but for AirDrop, all you can really do is copy the icon from the top left corner



# AirDrop Transfer your files wirelessly



## 01: Find AirDrop

All you need to do to activate the system is open a Finder window and look in the sidebar. AirDrop is the circular icon with radio mast.



## 04: View options

If you Ctrl-click in AirDrop and choose 'Show View Options', you'll see a grey menu. AirDrop is a system app, so you can't change view options.



## 07: Receiving the file

On the other machine, a prompt will let you know someone is transferring a file. You have to choose an option before the transfer can begin.



## 02: Radar on

When you click the AirDrop icon, it will display a radar-style display with a line rotating around the main AirDrop icon.



## 05: AirDrop

When you have found the file you want to transfer, simply drag and drop it onto the icon of the person who has connected to you.



## 08: Awaiting transfer

As the file is transferring, you will see a progress bar that circles the icon of the sender. It will meet itself at the top when the transfer is complete.



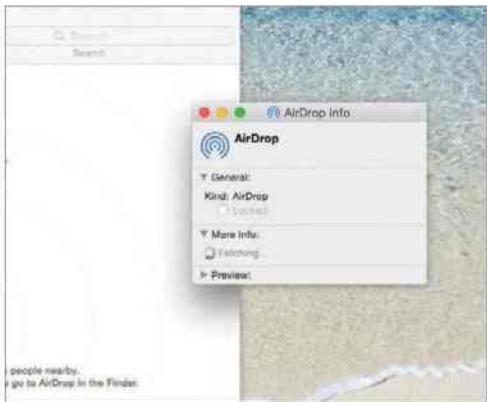
## 03: View other users

When another OS X user clicks on AirDrop, they will become visible in your AirDrop window. You can have more than two people at once.



## 06: Prompted

Before it is sent, you'll be prompted to ensure this is the file you want to send. It will give you the full rundown of what you are transferring, and where.



## 09: Find out more

If you want the AirDrop icon, click in the window and choose 'Get Info' to see this menu. Nothing can be changed about the file, as it's locked.

## Set up and explore iCloud Drive

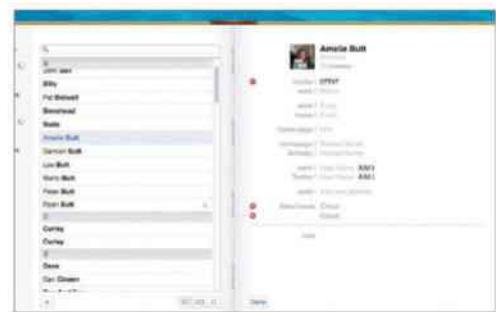
Access your files instantly – anywhere and at any time with one of your Mac's coolest features



iDisk was Apple's previous virtual disk drive, but with iOS 8 came a reinvention and a new name – iCloud Drive – and a whole host of new features to boot. Not only does iCloud Drive enable you to store any type of file up to 15GB in size, it syncs the documents created in your favourite Apple apps such as Pages and Keynote so they're ready for editing on all of your other Apple devices – just like the Documents in the Cloud functionality.

In this tutorial we're going to walk you through the process of getting iCloud Drive set up and ready to use (don't worry, it's really easy). All you need to do is upgrade your Mac's OS to OS X El Capitan, which is available from the Mac App Store, totally free of charge.

**"iCloud Drive syncs your favourite apps"**



### iCloud Drive Set up and use Apple's newest storage solution



#### 01: Launch iCloud Preferences

Click the Apple logo (top-left). Select System Preferences from the drop-down menu, then click the iCloud icon.



#### 02: Sign in to iCloud

To sign in to iCloud, enter your credentials. If you are signed in, ensure there is a tick in the box next to the iCloud Drive option.



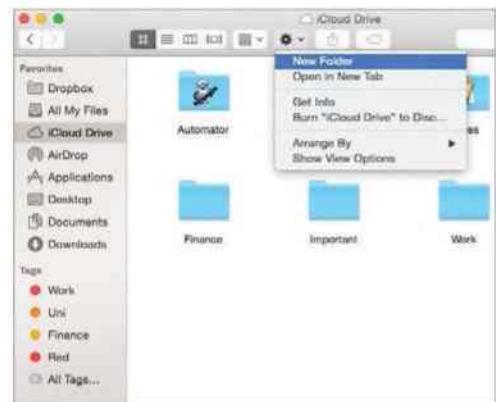
#### 03: Activate iCloud Drive

Place a tick inside the iCloud Drive box. This will activate iCloud Drive for your iCloud account and move existing iCloud documents to the service.



#### 04: Documents in the Cloud

Click 'Options'. Ensure that the apps you were using previously with Documents in the Cloud are ticked. This will move your documents over to iCloud Drive.



#### 05: Access iCloud Drive

Access by launching Finder and selecting iCloud Drive. Create new folders or drag documents from your Mac's hard drive to iCloud for instant access.

#### 06: Create new folders

To create a new folder, right-click in iCloud Drive and select New Folder from the drop-down. Or, click on the cog icon and choose New Folder.

# Create a document

A quick overview of creating and saving straight to iCloud Drive

## Launch Pages, Numbers or Keynote

Launch the Pages, Numbers or Keynote app from your Applications folder in Finder. If you don't have them installed on your Mac already, you can purchase or re-download them from the Mac App Store

## View document in iCloud

To confirm that your document is being saved in iCloud, select the File menu and hold down the Cmd key. Click on the Save As option – the save location should be listed as iCloud Drive

## Set save location

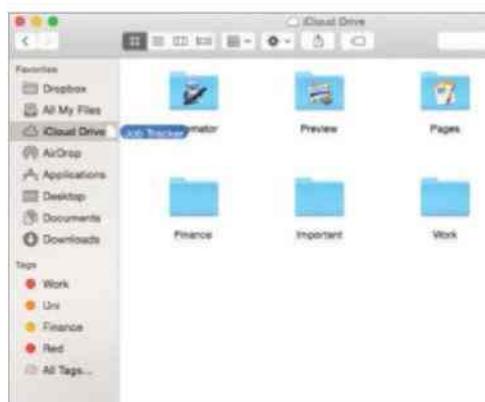
Select iCloud Drive from the left-hand column; alternatively, choose it from the Location drop-down menu in the top centre of the interface. This will be the save location for your new document

## Create new document

To create the document, click the New Document button in the bottom-left corner of the interface. Choose a template for your new document and begin working on it in the app as you would usually

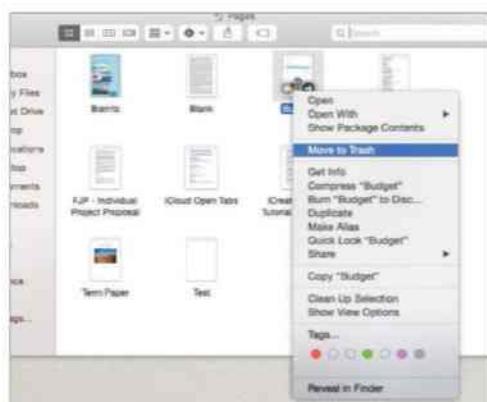
## ICLOUD DRIVE SYSTEM REQUIREMENTS

iCloud Drive is only available on Macs running OS X Yosemite or higher and iOS devices running iOS 8 or later. If your Mac runs Yosemite but your devices run iOS 7 or earlier, your documents will not sync to all devices. OS X Yosemite is available for free from the Mac App Store, while iOS 8 is free to download on your iOS device.



## 07: Add items to iCloud

To add items, drag and drop files from your Mac to the folder and they will sync to iCloud Drive – there are no restrictions on the file types you can add.



## 08: Delete unwanted files

You can delete files from any folder in iCloud Drive – including those for apps such as Pages. To do this, trash the file in the same way you would normally.



## 09: Share iCloud Drive files

You can share iCloud files and folders by clicking the item and selecting the Share icon. Choose your sharing method, then enter the recipient's details.

## Get to grips with Family Sharing

Get to know AirDrop, one of OS X's most useful features for transferring files fast

 Does your household have more than one Mac? One for you, of course, but also others for partners, children, grandfathers and parents?

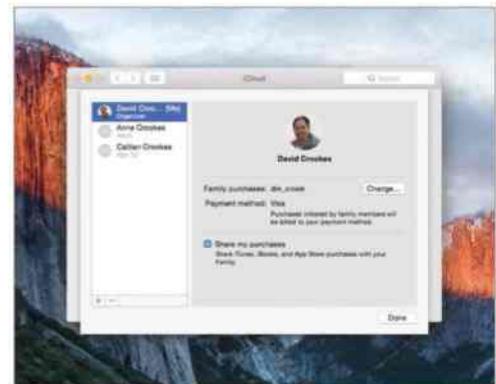
With Apple's new Family Sharing option integrated into OS X Yosemite, you are able to link these accounts to one credit or debit card. So when an app is bought on one Mac, it will become available on another and the same goes for iTunes and iBooks purchases. That way, individual Family members don't have to splash out more than once.

You can add up to five family members to your Family Sharing account. Children under 13 can have their own Apple IDs and they can make purchases

using it as long as they have your approval (or not – you can decide on this). You can also allow other adults to grant permission to children within the Family group.

What's more, all members have the option of instantly discovering each other's location. Of course, Family Sharing doesn't purely have to be about real-life families. You could easily set up work or hobby families too.

**"Link your accounts to one credit card"**



## Set up sharing for a child

Have a child under 13? They can have Apple IDs too

### Add the Date of Birth

The Date of Birth is the most important part of the process because it will determine the services that will available to the child and it will also help from retrieving forgotten passwords

### Create an Apple ID

A child can have his or her own Apple ID and this will be usable across Macs and iOS devices. As part of the process, you will be asked to use the CVV number on your credit card to grant parental consent

### Sharing your child's location

Want to keep an eye on your child when they are out and about? By sharing the child's location with your Family, their location can be obtained via Messages and Find My Friends

### WHICH APPS CAN YOU SHARE?

Not all apps can be shared but you can clearly see which can and cannot by heading over to the Mac Store and looking under the Information section on the description page of each app. If it says no next to Family Sharing, the app cannot be shared.

### Adding a child

Without an Apple ID, a child will be unable to participate in Family Sharing. You will need to click this '4' icon and then select 'Create an Apple ID for a child who doesn't have an account'



# Family Sharing

## Setting up Family Sharing



### 01: Open System Preferences

First of all, go to System Preferences and click on the icon for iCloud. To the left of the iCloud window is an option which states Set Up Family. Click on this.



### 02: Choose an organiser

One person can become the Family organiser. If you want to be the organiser, your credit or debit card will be used by default and you can invite others.



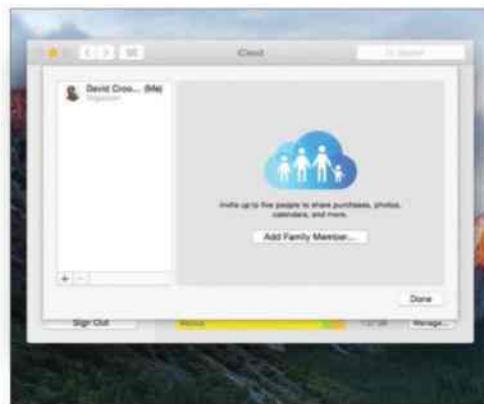
### 03: Select an account

Verify here to share purchases made with your Apple ID with your Family or select Use a Different Account. Confirm that your payment card is correct.



### 04: Share your location

A benefit of Family Sharing is allowing other Family members to see your location via Messages and Find My Friends. Just click Share your location.



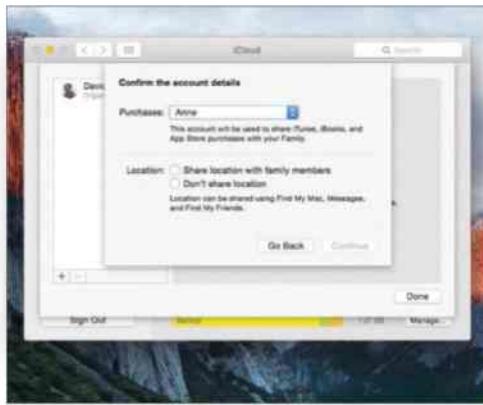
### 05: Add Family members

Now you are set up as the Organiser of your family, you can invite up to five people. To do this, click Add Family Member or select the '+' icon.



### 06: Input a member's details

Enter a family member's name or email or create a new Apple ID for them. The member can enter their password immediately or receive an invitation.



### 07: Confirm the account

Purchases made by the new Family member will be shareable with other members. The new member can choose whether to share locations or not, too.



### 08: Toggle the settings

You can make more amends, like whether individual members can view your location and setting people up with parent and/or guardian status.

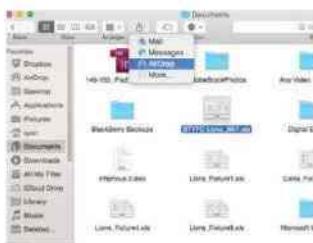


### 09: Settings for children

If you have a child under 13, you can ensure that their purchases in iTunes, iBooks and the App Store need your approval. Tick Ask to Buy on their profile.

## Share to Facebook and Twitter

The latest versions of OS X have social networking options built into their core



The sharing facilities built into Yosemite are more extensive than in previous versions of OS X. In fact, the features that have been added are more like those available on iOS devices like the iPad and iPhone, so you may well be familiar with some of them already. However, while the sharing system is similar to the one used by iOS, it also offers more features than the latter.

One feature with which iOS users will be familiar is the instant sharing of web pages. When you are browsing the web and you come across a page that has something funny, interesting or useful, you might want to share it with your friends. On an iPhone, you'd just click the Share button, and now there is a similar button in the Safari browser on the Mac. Simply click the button in the toolbar and you can

share the page in an email, a tweet or via Messages. The Notes app is a handy place to store all manner of content, such as text, images, web links and more.

It is all synced to your iPhone and iPad, but you might want to share a note's contents with others. A note could contain the outline for a work project or meeting, for instance, and clicking the Share button would enable you to send it to work colleagues. You could share it using Messages if the intended recipients have Macs or

**"iOS users will be familiar with the instant sharing of web pages"**

## Spread the word

Review some simple sharing options

### Sharing options

The options available depend on what you are sharing. For example, a photo can be shared through Flickr and Twitter or by using AirDrop

### SHARING IN YOSEMITE

With Yosemite, OS X is now more geared towards sharing than ever. Social media sharing is fully integrated into Maps, iBooks and, of course, Safari, which has a new Shared Links sidebar displaying URLs tweeted by friends and contacts.

### The Share button

Look for the Share button or icon in apps. This enables you to share the selected item, such as files, web pages, notes, photos, documents and so on



send it by email if they don't. Either way, all the files are included.

The Photo Booth application previously only had the option to email photos and, while this was useful, now there is a Share button that lists lots of great sharing facilities. These include email, Twitter, Messages, Flickr and AirDrop. You can even set your Twitter account picture directly from Photo Booth. It simply makes it more fun to use when you have all these sharing options.

Files can be shared from within Finder and Ctrl/right-clicking any file or folder displays the options available. The menu changes for different file types, so you can share a picture via Flickr but not a document. Finder provides access to AirDrop, which was introduced in Lion and is continued in Mavericks and Yosemite. It is an easy way to discover other Mac users nearby and to send and receive files directly via Wi-Fi (without the need to be on the same local network). You just drag and drop to exchange files, so it's super-simple to use.

## Finder, Safari, Notes

Share files with friends



### 01: Share with AirDrop

Click Finder in the Dock to open a window and then select AirDrop in the left panel. Do the same on another Mac and you will see each other's computers.



### 02: Drag and drop

To share via AirDrop, simply drag the file to the other computer in the AirDrop window. Alternatively, click on the share button and choose AirDrop.



### 03: Share a page

The Share button in the Safari toolbar provides access to Twitter, Messages and email. Let's post a message on Twitter about this story on the web.



### 04: Compose a tweet

A small Twitter window opens with the web page attached to a paperclip. Click in the box, enter the text and click Send. The character count is also visible.



### 05: Share a note

Start Notes and select one of your notes. At the top of the note display is a Share button that enables you to email it, share it using Messages and more.



### 06: Send a message

Select Messages and the note is displayed in a new window. Click the To box and type in a name. Click in the list of suggestions if there are several matches.



## Optimise your Mac's memory

Use Memory Clean to purge inactive memory and speed up productivity

 The amount of memory in the Mac has an affect on its performance; the more you have, the better OS X runs.

Upgrade the memory if you can, but if not, try a memory manager like Memory Clean. OS X does a great job of managing memory, but under some circumstances, it may be useful to force a clear out

using this free app from the Mac App Store. It works by forcing OS X to compress unused memory and reduce the file cache. On the one hand it makes switching to apps in the background slower, but it also frees up a lot of space so you can run a large memory-hungry new app. This may help the Mac to run faster.

“OS X does a great job of managing memory, but under some circumstances, it may be useful to force a clear out”



### Get to know Memory Clean

A guided tour of the most important features

**Memory display**  
This is not simply decoration; this bar represents your Mac's memory. Each colour shows each type of memory use and the meaning of each colour is displayed in the list below

**Keep tab visible**  
This setting enables the app to change from a drop-down item on the menu bar to an app that has its own window that can be dragged around the screen and positioned anywhere

**Customise the display**  
The menu bar display can be customised to suit you in two ways. There are Default (short), Long text displays and none. The text size can be large or normal. Set these as you prefer

**HELP! I'VE NO MEMORY!**  
Don't panic if Memory Clean reports low free memory. It is just the way OS X works; it's not really out of memory. Unused memory is put to use as a file cache to speed up app switching, but when memory is needed to run apps, OS X releases it. It also compresses rarely used memory, too.

**Clear the memory**  
Click the Clean Memory button to clear the memory and free up space for running a large app. Clicking it again and even a third time has benefits and more memory is made free

# Memory Clean

Clear memory, configure your options



## 01: Check the memory

The amount of free memory is displayed in the menu bar. Click it to open this panel for more detail. The large figure at the top is the important one.



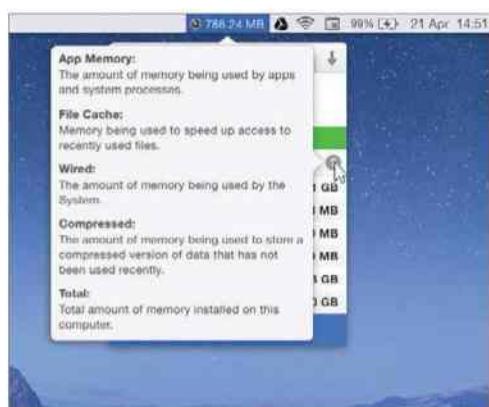
## 02: Load some apps

As you open app after app, the amount of free memory falls. Click the menu bar item to open the panel and check the amount of memory left.



## 03: Clear the memory

Click the Clean Memory button at the bottom to boost the amount of free memory. This could be useful if you want to run a very large app.



## 04: Help with memory

Memory in the Mac is used in many different ways. If you find the information in the Memory Clean panel confusing, click the ? button for explanations.



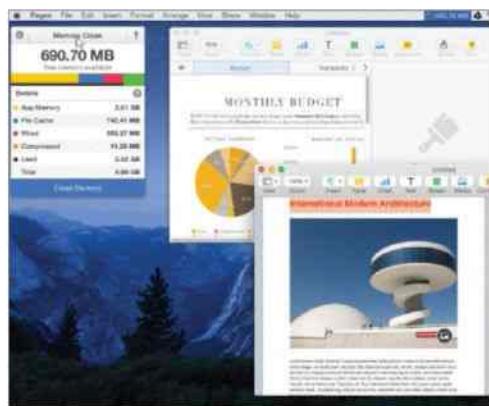
## 05: Access the menu

Click the gear in the Memory Clean panel or Ctrl-click the menu bar display to access the menu. Ignore the Quit option and click Preferences.



## 06: Configure the options

The first option automatically starts Memory Clean when the Mac starts. Turn on the third and fourth options to keep the app on the screen.



## 07: Undock Memory Clean

Close Preferences and click the down arrow in Memory Clean's window. Drag it and drop it anywhere you like on the screen.



## 08: Set Auto Clean

Return to Preferences and select Advanced. Turn on Auto Clean and set the Threshold Level, which is when automatic cleanup is triggered.



## 09: Triggering a cleanup

When memory dips below the threshold, the memory indicator in the menu bar turns red and this triggers an automatic cleanup.

# Understand Apple apps

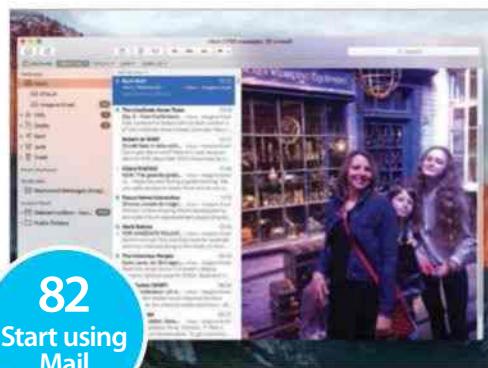
Discover how to use the essential Apple applications to enhance your lifestyle and boost productivity

<b>82</b> Set up email on your Mac Get started with the Mail app	<b>98</b> Download apps from the Mac Store Explore your hub for new software	<b>112</b> Get organised with Calendar Structure your life with this handy tool
<b>84</b> Master preferences in Mail Tailor Mail to increase productivity	<b>100</b> Delete and reinstall apps on your Mac Easily remove apps from your computer	<b>114</b> Add a note to a Calendar event Apply information to Calendar events as useful reminders for specific events
<b>86</b> Browse the internet Surf the web in style with Safari	<b>102</b> Get started with iTunes Discover Apple's media player	<b>115</b> Add an alarm to a Calendar event Add an alert to a planned event
<b>88</b> Surf with Tab View in Safari Open several websites at once	<b>104</b> Download music from the iTunes store Purchase songs and albums with ease	<b>116</b> Set up Messages on all devices Instant messaging on Mac, iPhone and iPad
<b>90</b> Start using Apple Maps Explore the world how to get from A to B	<b>106</b> Set up and use Apple Music Stream from a vast music library	<b>118</b> Discover FaceTime for Mac Set up video calls with friends and contacts
<b>92</b> Find your way with Apple Maps Plan routes and get directions	<b>108</b> Rent and buy movies on iTunes Download films and TV programmes	<b>120</b> Get more out of Preview Open, edit and share PDFs and images
<b>94</b> Get to know the Mac App Store Access and download exciting apps	<b>110</b> Navigate the new iBooks Read and build up your digital library	<b>122</b> Play with Game Center with OS X Start gaming and share high scores

"If we're lucky enough to own an iMac or MacBook, we really should make use of our sophisticated machines and allow them to do what they do best: make life a whole lot easier!"



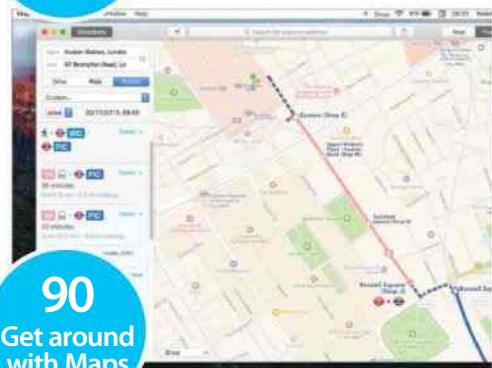
**122**  
Play in Game Center



**82**  
Start using Mail



**88**  
Surf in Tab View



**90**  
Get around with Maps



102  
Discover  
iTunes



106  
Use Apple  
Music



112  
Calendar  
app

# Understand Apple apps

## Set up email on your Mac

Follow these steps to get started and send and receive your emails with ease using the Mail app on the Mac



**It's easy to overlook Mail on the Mac when we're accustomed to browsing emails on the web.**

And with social networking becoming ever more popular, many people will communicate solely through the likes of Facebook and Twitter. However, if we're lucky enough to own an iMac or MacBook, we really should make use of our sophisticated machines and allow them to do what they do best: make life a whole lot easier! Mail on the Mac is a smart way to manage your emails as you work and play.

Now, the beauty of your Mac is of course its simplicity. But when that simplicity is a new application staring at you expectantly, it can feel a little intimidating. Pushing buttons at random in the hope you will eventually work it out is never going to be the best approach, so with this helpful little guide to setting up Mail on the Mac, we'll have you sending and receiving emails to and from your favourite people in no time. We'll also show you how to customise your messages to give them that personal feel, and explain how to attach documents

and keep the Mail interface clean and tidy so you know where all your messages are.

**"Mail on the Mac is a smart way to manage your emails as you work and play"**

### Mail Get your mail up and running



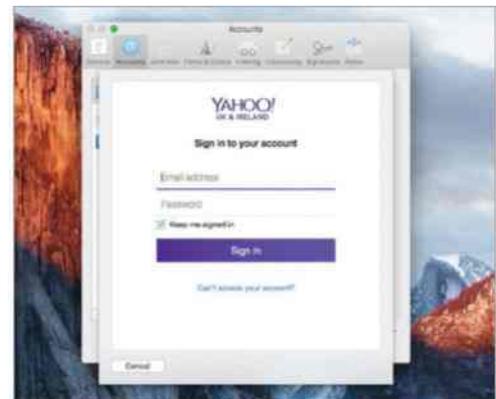
#### 01: Run Mail

Click on the Mail icon in your Dock to kick it into motion. After a quick bounce, you should be prompted by a Welcome to Mail pop-up window.



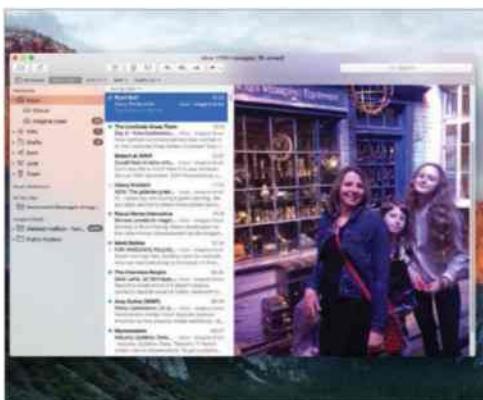
#### 02: Mail's Setup Assistant

This wizard can configure accounts that use the most popular email services, including Gmail and Yahoo. Choose your favourite.



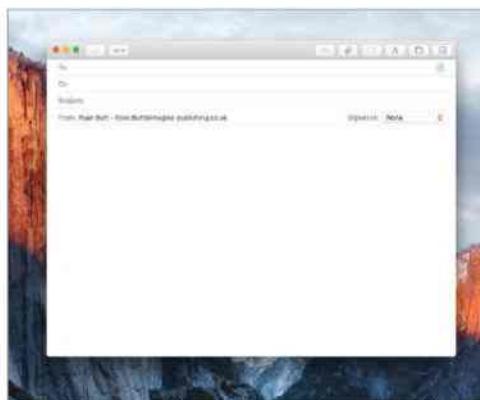
#### 03: Enter your details

Enter the full name, email address and password for your existing email account the same as you would in the browser of your service provider.



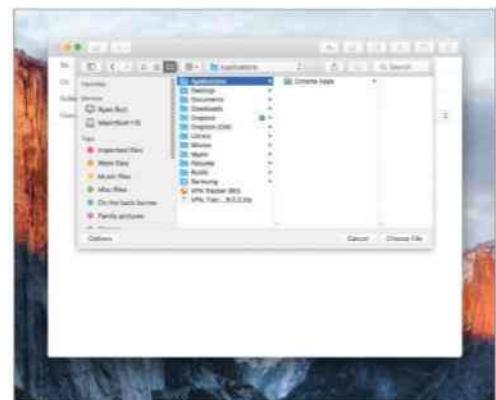
#### 04: Create and enjoy

Click on Create in the Mail Setup Assistant and be taken to your new Mail Inbox. You'll have the same mailboxes as in your web browsing version.



#### 05: Compose a message

Hit New Message to summon an email draft. Enter the address of your recipient in the To field and fill in your Subject and message accordingly.



#### 06: Attach a file

To send your recipient a file, click on Attach and pick one. Set up iCloud on your Mac and you can attach files up to 5GB thanks to the MailDrop feature.

# Master Mail on your Mac

Everything you need to be able to send and receive emails

## Happiness is shortcuts

As Mac users, we love our shortcuts. Ctrl and click on the emails in your Inbox to bring up various time-saving options: Reply, Forward, Mark As Unread, Delete, and Move To folders of your choice

## The Mail toolbar

You'll find handy buttons for all the most-used functions right at the top of your Mail interface. Delete, send mail to the Junk folder, Reply, Forward and create New Messages to your heart's content

## ADD NOTES WITH MARKUP

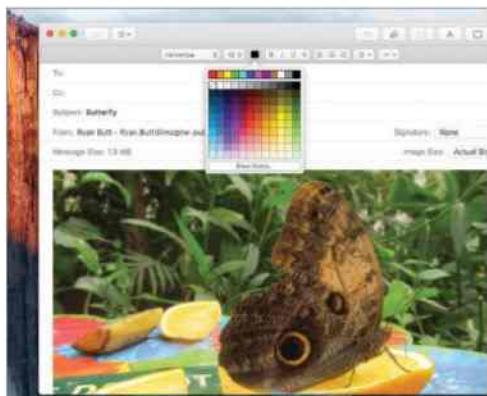
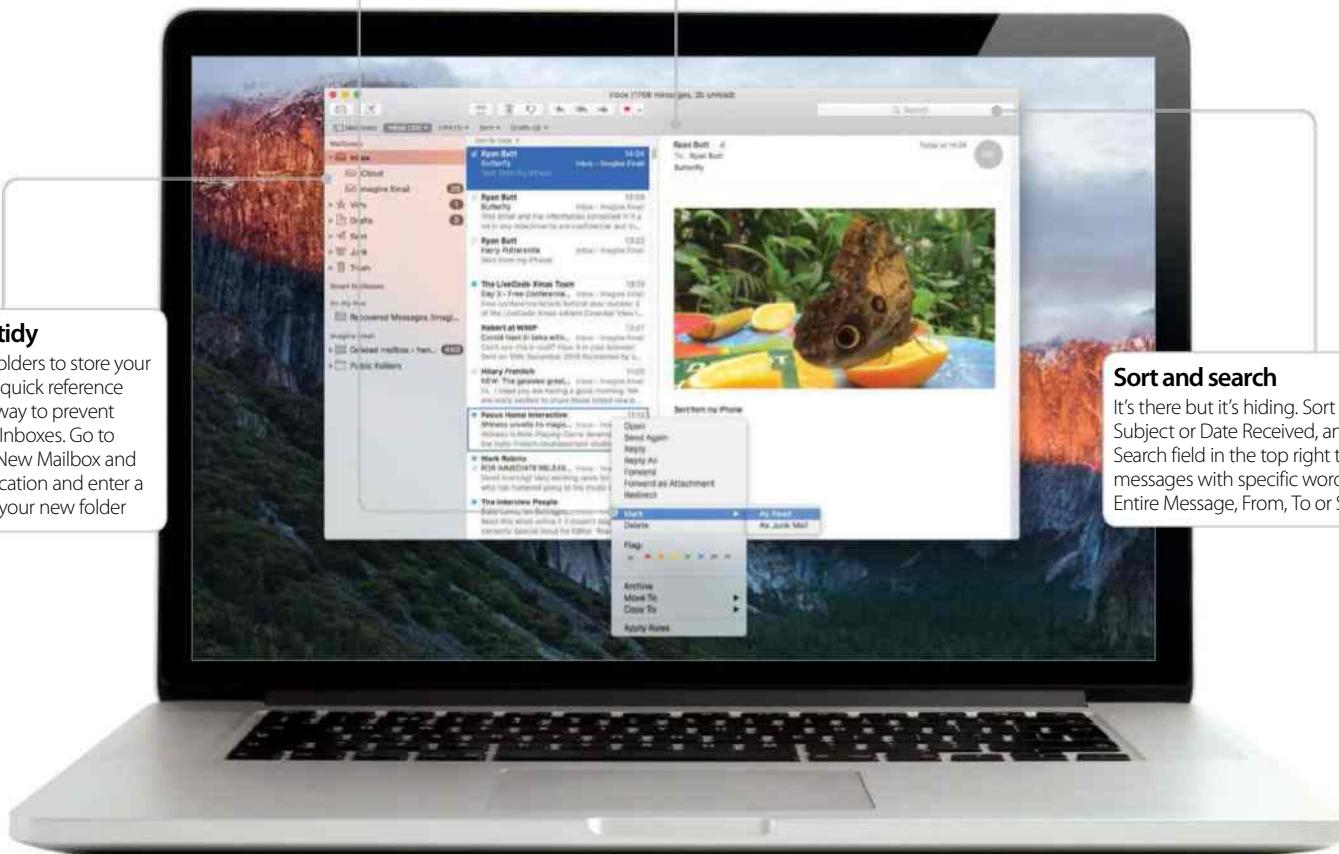
If you are sending a photo or PDF document to someone through Mail, you can use Markup to add notes and annotations to them. Click the arrow in the top-right of the file and choose Markup. You can then draw on the photo or document, make notes, and even add your signature to a letter or other file type.

## Keep it tidy

Creating folders to store your emails for quick reference is a great way to prevent oversized Inboxes. Go to Mailbox>New Mailbox and set the Location and enter a Name for your new folder

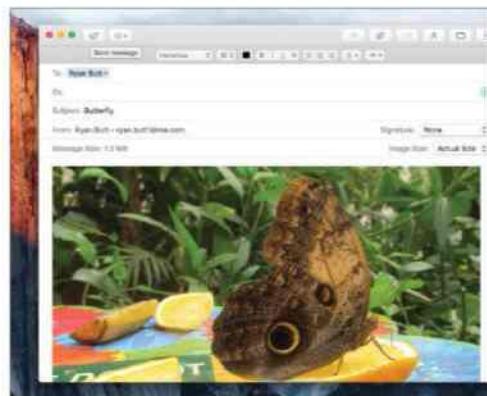
## Sort and search

It's there but it's hiding. Sort by From, Subject or Date Received, and use the Search field in the top right to track messages with specific words in the Entire Message, From, To or Subject



## 07: Add some style

If you're feeling adventurous, you can change your fonts and add colour by clicking on the appropriate Fonts and Colors buttons.



## 08: Save or send

If you're not yet ready to send, click Save As Draft and it'll wait in your Drafts folder. When happy, hit Send to start your message on its journey.



## 09: You've got mail

Click Get Mail in the top left to download emails. Unread messages are highlighted by blue dots – the icon in your dock also shows new messages.

# Understand Apple apps

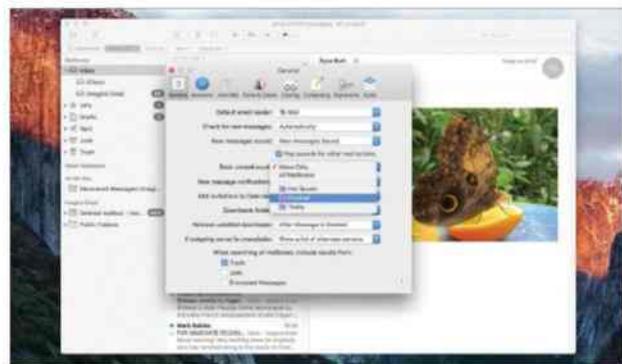
## Master preferences in the Mail app

Increase productivity with a Mail app that's tailored to suit your needs and requirements



Mail is a typically 'Apple' product – sleek and uncluttered, but full of functionality. The latest version borrows from the Mail application found in iOS, and particularly on the iPad. To get the most out of Mail, it's important to understand how to set up and customise it, since this will let you add important things like mail signatures and formatting, control junk mail filtering, and apply rules – which are really useful when you're managing multiple accounts.

The General tab holds a lot of the really important stuff, including how often Mail should automatically check for messages. Accounts lets you control and edit all the different email accounts you own. The Junk Mail option lets you control how Mail filters any mail it suspects to be spam. Check out the preferences to take control.



## The Mail interface

Learn your way around the Mail app

**Message list**  
Your email is displayed in a list on the left side of the Mail application, just like on an iPad. The number of messages in a thread is indicated where there is more than one message present

**CREATE EVENTS**  
Mail is able to identify contact details and event details inside messages, such as if someone is suggesting a meeting or sending you their phone number. You are able to click on these and create new contacts in your Address Book or new events in Calendar easily.

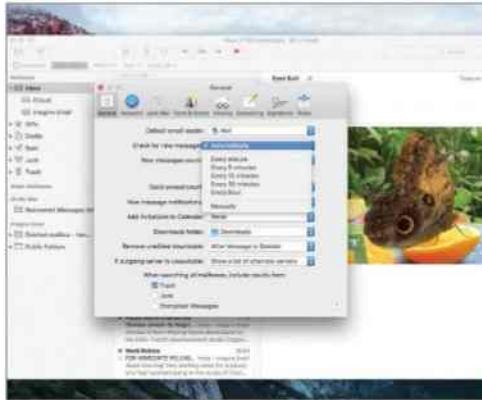
**Viewing and composing**  
Control how your emails are viewed, and switch back to the Classic view if you like. You can also set up how a new email behaves when you compose it

**Preferences**  
Preferences is where you can manage all your mail settings. The General tab lets you control automatic mail checking, as well as what sound, if any, is played when new mail arrives

**Rules**  
Rules are great for handling spam or viewing incoming mail from multiple accounts quickly and easily. Set up custom filters to send mail to specific mailboxes without any intervention from you

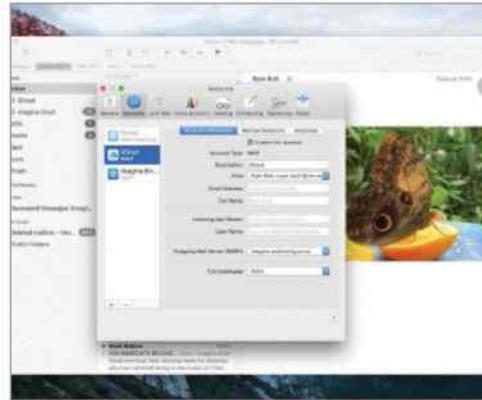
# Mail

## Master Mail's preferences



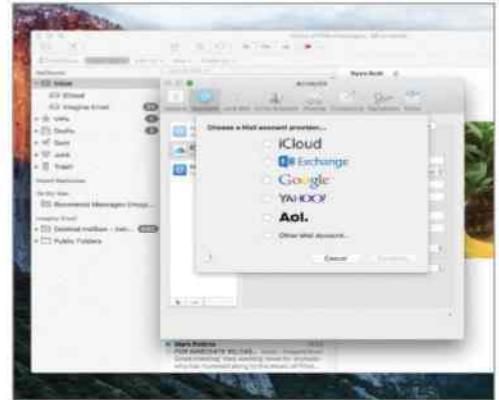
### 01: The General tab

Open Preferences, and set an interval for Mail to check the server for new messages. Alternatively, you can choose to turn off automatic checking.



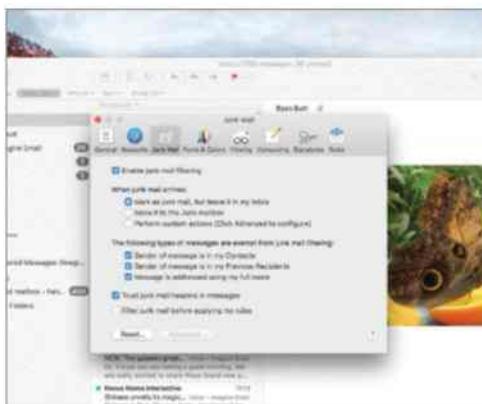
### 02: Manage accounts

In the Accounts tab, you can see all of your email accounts. To manage how each one behaves, click on the Mailbox Behaviors tab.



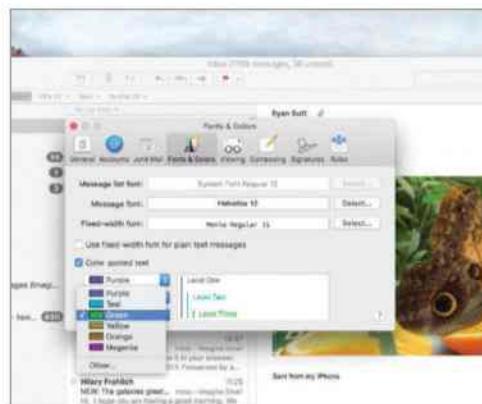
### 03: Add an account

To add a new account, go to the accounts list and click on the '+' button. Choose the type of account from the list, or select Other if necessary.



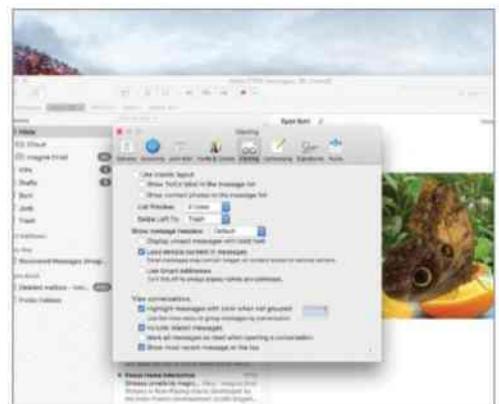
### 04: Junk mail

Go to the Junk Mail section, where filtering should be enabled. Click Advanced and tell Mail what you want done with any spam mail.



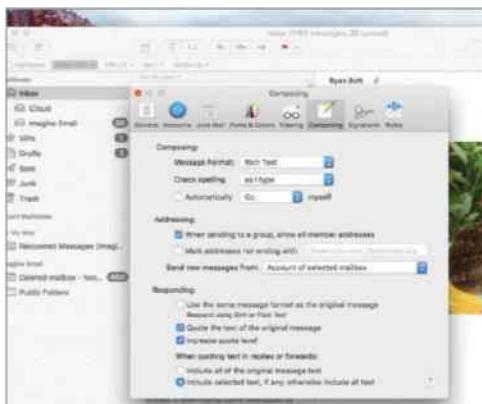
### 05: Fonts & Colors

In the Fonts & Colors section, you can specify the fonts and type sizes that you want to use. This is handy if you need to increase the size of email text.



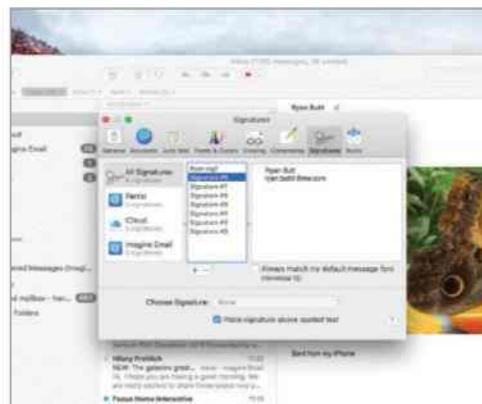
### 06: Viewing options

In the Viewing section, you can switch between the old and new viewing system. The default settings are good, but you can edit them to taste.



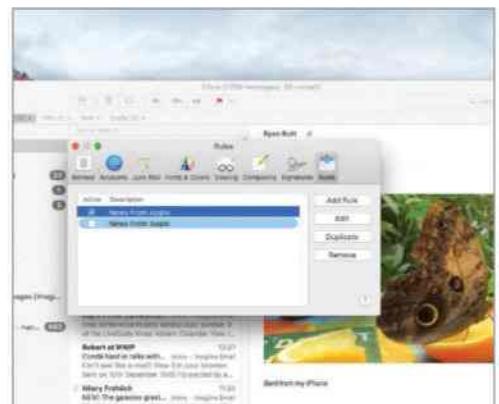
### 07: Composition options

Here, you can change the format of emails to plain text, as well as disabling spell-checking. You can also set up how replies are formatted.



### 08: Signatures

In the Signatures section, you can add signatures to appear at the end of your emails and choose which ones should be associated with which accounts.



### 09: Rules

Rules are really useful and can essentially help you to sort mail as soon as it arrives. Use multiple criteria to create advanced rules.

# Understand Apple apps

## Browse the internet

Apple's Safari web browser makes it easy to surf the web

 **Safari** is Apple's own web browser and it's tightly integrated into the operating system. Although for most of its previous life it was much more stripped down than other browsers, largely for the sake of speed, it has more recently taken on more features such as Extensions that will enable you to customise it, in addition to a range of things you can change in its preferences.

Perhaps unsurprisingly it is the most Mac-like of any browser – it's sleek, polished and easy to use. Most of its options are accessed through the Preferences section and it is here that you can, for example, change the default search engine and the location for downloaded files.

There are also some great security applications, such as the ability to block the annoying pop-up

windows and warnings you get when visiting a website that might be fraudulent. All in all, you'll discover it's a great way to safely browse the web.

**"Safari is sleek and easy to use"**



### **Sidebar**

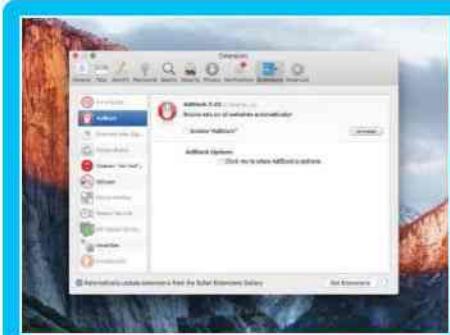
By toggling on the Sidebar you can view bookmarks, Reading List items and see all the shared links from your various social networks

### **Mute sound**

Another new feature introduced with El Capitan is the option to mute all sound in websites by clicking on the speaker icon in the URL/ Search bar

### **Sort extensions**

The Extensions tab lets you switch Extensions on and off as well as changing their behaviour



## Extensions

Extensions are small snippets of code that use HTML5, CSS3 and JavaScript technologies to incorporate quick links to other web services or tools (such as ad blocking) into the browser. The idea is that you only download and install the ones you want and that suit your needs. There are none installed by default. Best of

Add to Safari's functionality with Extensions...

all, Extensions are digitally signed, which means you can't accidentally install malicious ones that might do your Mac harm. They are also sandboxed, which means that even if one crashes it won't take Safari or the Mac OS down with it. They even install easily without the need for you to restart your Mac.

If you head to [extensions.apple.com](http://extensions.apple.com) you will find a list of all the Extensions available. Some of the most popular include Twitter and eBay, the ability to add items to an Amazon wishlist and the all-important ad blocker that gets rid of embedded ads. There are some really useful ones here.

# Key features

## What does Safari do that's really cool?

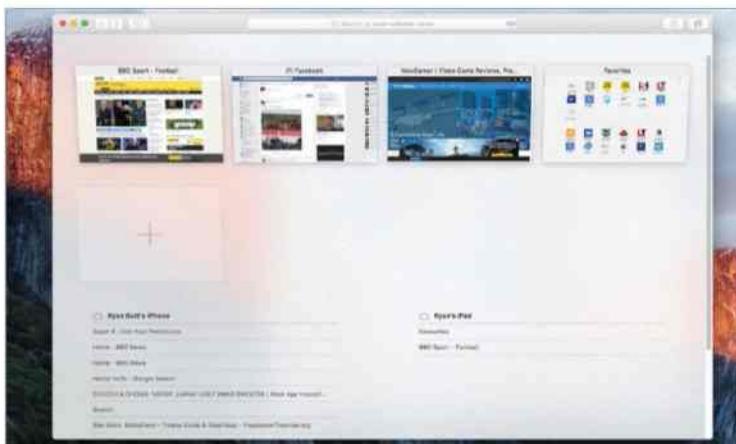
## Pin your favourite sites

One of the new features that OS X El Capitan brings to the Safari app is the option to pin your favourite websites to your Safari toolbar. To do this, simply go to a website and then right-click on its tab. The option to 'Pin tab' will appear – select it and the site will be shrunk down to a logo that will appear to the left of the toolbar. The best thing about this feature is that the sites you pin will be refreshed in the background to stay current.



## View your favourites

Click the Show Sidebar icon, which is situated at the left of Safari's toolbar. When the sidebar opens after you've selected it, click on the book icon in order to see your Favourite sites, or the spectacles to see your Reading List. The Favourites option saves the URL of the page you're visiting and takes you back to the current version of that webpage, while Reading List saves the content of the page for you to browse offline.



## iCloud tabs

One of the best recent additions to Safari is iCloud tabs. Since OS X El Capitan and Apple's latest mobile operating system, iOS 9, work together, as long as you are logged into the same iCloud account on your Mac and on your iOS device then all of the Safari tabs that you have open on one device will be accessible on the other. To access the iCloud tabs in Safari on your Mac, simply click on the tabs button in the top-right corner and then scroll down.

## Privacy settings

Online security is very important, and in Safari's Privacy tab there are some handy options available. The 'Remove All' button lets you delete all stored data from websites as well as view this data prior to deletion, and you can also choose to block cookies from certain types of website so that advertisers can't track your browsing habits. There's also the option to control whether websites can use information about your location or not.

# Understand Apple apps

## Surf with Tab View in Safari

Handling multiple websites is easy using OS X El Capitan's tab feature



El Capitan brings many new features to OS X on the Mac and there are some welcome enhancements to Safari that make browsing easier, more convenient and enjoyable. Along with new sharing options and a brilliant new Search bar that offers results from places like the App Store and iTunes, there is also an all-new tab view that offers you an overview of all your open tabs on one screen.

Tabs are one of the most useful features of modern web browsers. When you are browsing websites and searching for information, instead of going back and forth between sites and pages, or managing multiple windows, you can open them in a new tab. This makes it easier to return if you need to refer to information on them and it enables you to open a group of pages and then read them more easily.

The new Tab View can be accessed using a mouse and keyboard by simply clicking the small icon in the top-right of the screen. Click it and your current page will zoom out, revealing all your tabs in a 3D grid. Tabs are even better when they are used with a Trackpad on a MacBook, or an iMac with a Magic Trackpad. Safari enables you to pinch your fingers together to see the overview with a single gesture. If you own an iPad, you may recognise the tab layout – it's clear that Safari has taken inspiration from iOS 9 in OS X El Capitan

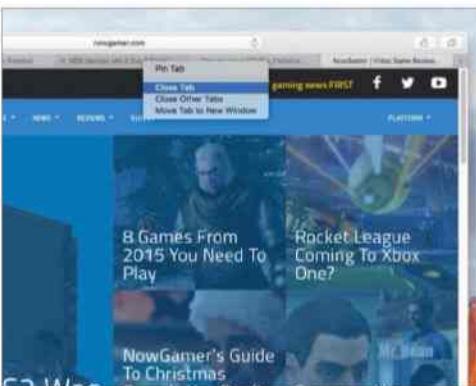
There are several useful actions you can perform with tabs, and if you have an iPhone or iPad you will be able to start browsing the web on one of those devices and then continue on your Mac in Safari. This is because tabs are synchronised across all your computers running Yosemite and devices running iOS 9 through iCloud. This means that you can browse the web anywhere at any time, continuing exactly where you left off if you ever change devices. Even better, iCloud tabs provides live updates between each of your devices. So if you're surfing the web on your iPad, for example, the web page you have open on your iPad will also be displayed on your desktop Mac. Simply scroll down in the tab view to see iCloud tabs.

For now though, fire up Safari, open up a few tabs and grab an input device capable of accepting multi-touch gestures (you'll want one to make the whole experience even better), then we'll take you through the very best of Tab View in Safari.

**"The web page you have open on your iPad will also be displayed on your desktop Mac"**

### Safari

Browse tabs in Safari



#### 01: Start Safari

When you are browsing the web and you want to open a new page without leaving the current one, press Cmd+T, or click the '+' icon on the right.

#### 02: Handy tab functions

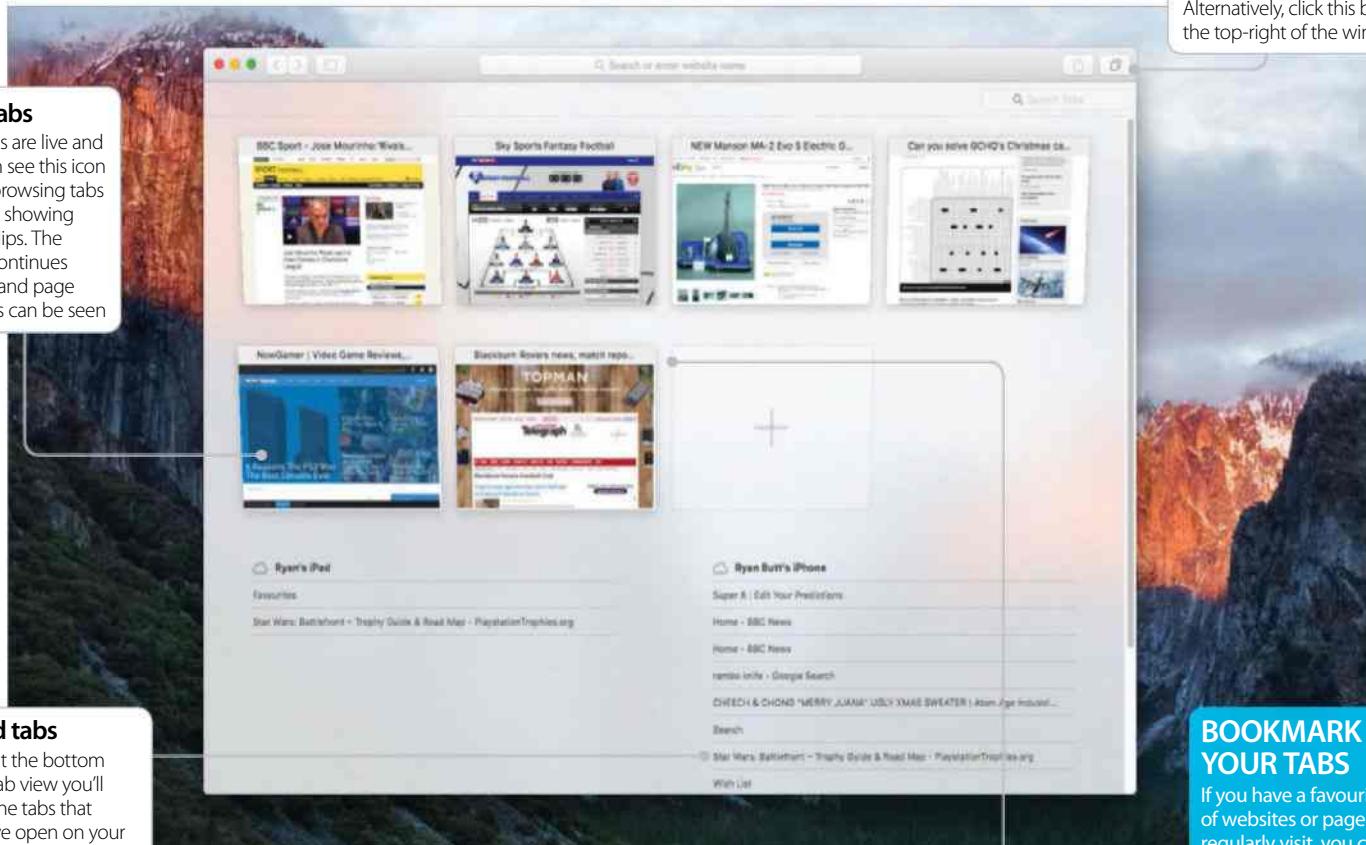
When two or more tabs are open you can drag them left or right to rearrange their order, while Ctrl/right-clicking a tab displays a menu with useful functions.

#### 03: Browse tabs

Click the button in the top-right of the window, or use a pinch gesture on a trackpad and your tab will zoom out to reveal all your open tabs in a 3D grid.

# Surf better with Safari

A close look at Safari's Tab View



## Fingers or keyboard

You can use two fingers on a trackpad to pinch together and enter the tab view on your Mac. Alternatively, click this button in the top-right of the window

## BOOKMARK YOUR TABS

If you have a favourite set of websites or pages you regularly visit, you can save them all as a single bookmark. Open all the sites on separate tabs and then go to the Bookmarks menu and select Add Bookmarks For These Tabs.



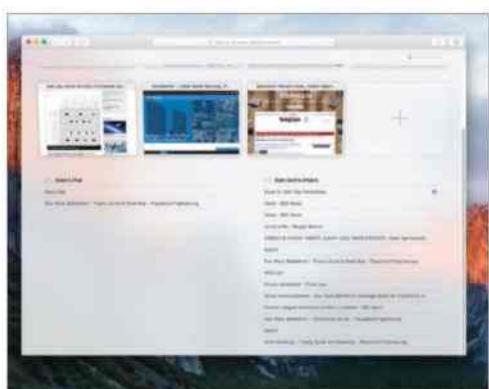
## 04: Stacking up

If you open multiple tabs from a single root page, the tabs will stack up to save space. You can click any of the tabs in the stack to view it in full-screen.



## 05: Search tabs

When you're in the tab view, simply start typing and a search bar will appear in the top-right. Safari will search the tabs for the word and show those that match.



## 06: Tabs on iOS

Scroll down in Safari's new tab view and you'll see all the tabs that are open on iOS devices like the iPhone and iPad, as long as they're running iOS 9 with iCloud.

# Understand Apple apps

## Start using Apple Maps

Explore the world, get directions, find attractions, businesses and more



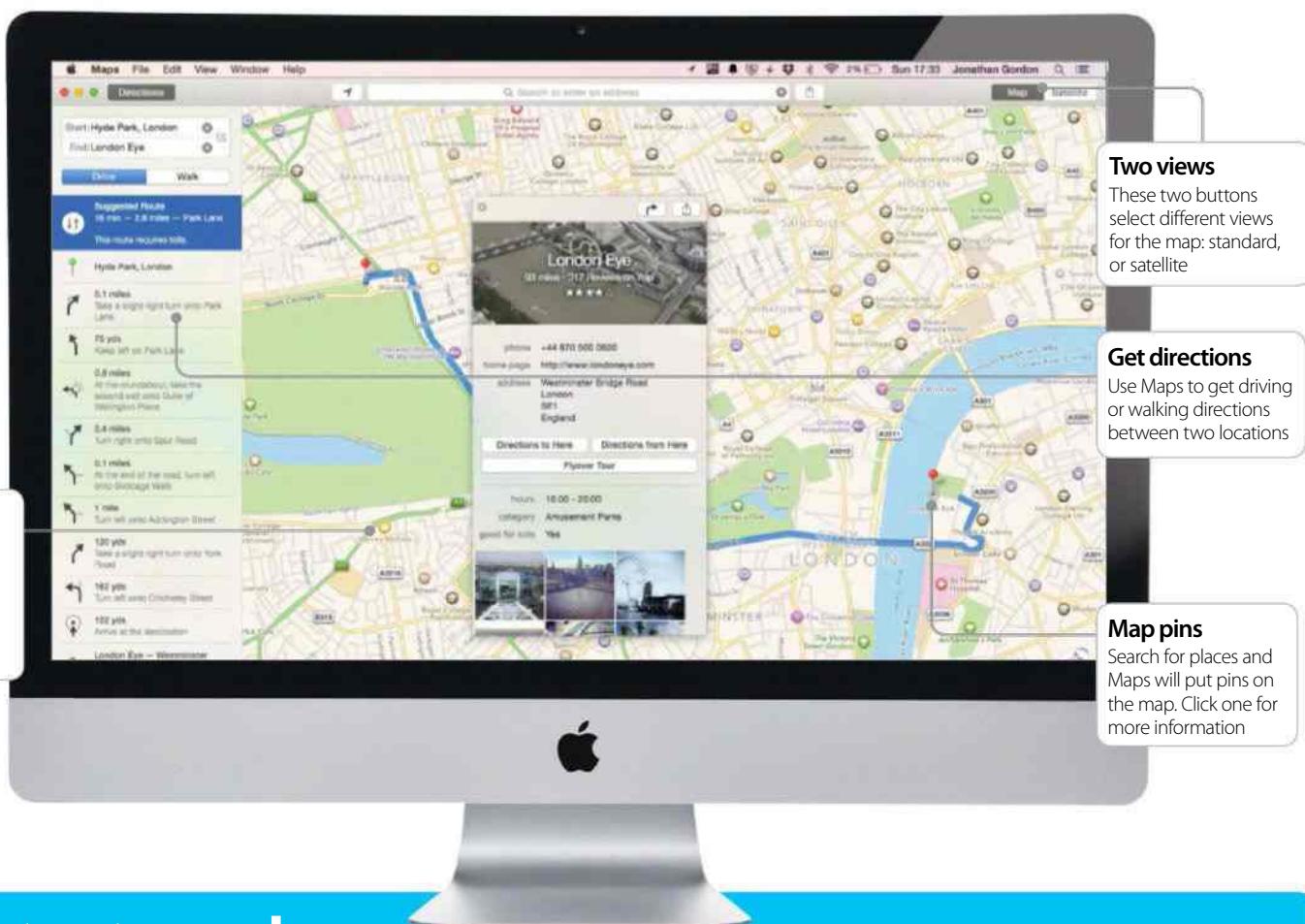
Maps has been on iOS devices for some time and now it's available on Macs too.

iPhone and iPad users will find many familiar features, but there are also new ones – and there's lots to discover in this fantastic app. From a large map of the country, you can smoothly zoom in right to your street, or whichever location you are interested in. There are three different views to select from and you can opt to view a standard map, a satellite photo image or a hybrid of the two.

All three are useful and switching from one to the other is very easy and intuitive.

You can find businesses around you or look up the attractions at a place you plan to visit. The information, reviews and collections of photos provided are very useful. If you aren't sure how to get somewhere, Maps can display a list of directions for travel by car or walking. It even displays traffic information and roadworks. There are also stunning 3D views, which are great for exploring cities.

“There are also stunning 3D views, which are great for exploring cities”



### Map icons

Icons on the map show places of interest such as museums, hotels, parks, restaurants and so on

## Shortcuts and gestures

Learn all the tips to better control Maps and get more out of this powerful app

It's true that Maps' basic features are easy to use, but there are advanced features that aren't quite so obvious. For example, Cmd+L positions the map over your current location and zooms in. You can move around either by clicking and dragging with the mouse or using two fingers on the trackpad. Although there is a

zoom in/out control, you can also double-click the mouse to zoom in and Opt-double-click to zoom out. Pinch and spread on a trackpad works too. In fact, there are other useful trackpad features such as using two fingers to rotate the view.

Zoom right in using satellite view, click the 3D button, then click and

hold the mouse over the compass as you push up and down. This tilts the map and, as it flattens, real buildings are displayed in 3D. Many large cities and attractions have 3D views, meaning you can explore London, Paris, New York and other places. Pull down with two fingers on the trackpad to fly over a city in 3D.

# Key features

Use 3D views, find businesses, bookmark places and more

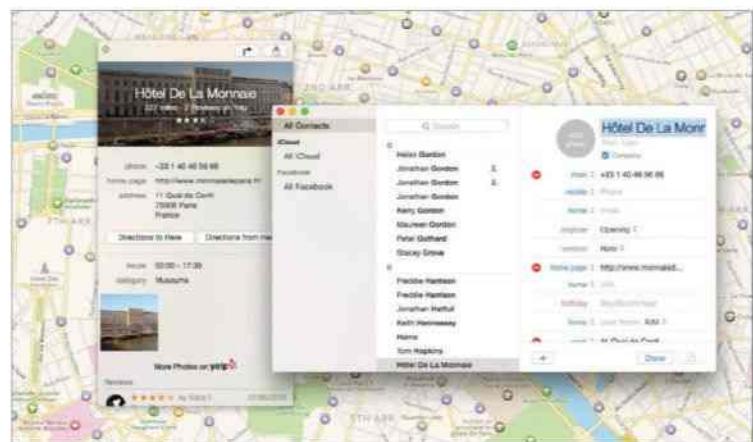
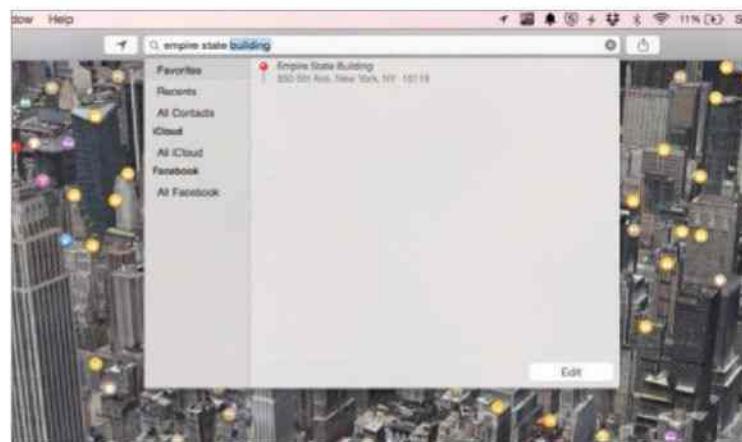
## Explore in 3D

The 3D views are the most entertaining features of the Maps app, offering a way to explore the world from your desk. Go to San Francisco and see the Golden Gate Bridge, look around the London Eye and Tower Bridge, fly low over Manhattan in New York, explore the skyscrapers from every angle and so on. You'll see world-famous buildings and attractions as if you were really there. There are some amazing views, so enter your destination in the Search box.



## Find local businesses

The Search box in the top middle of the window isn't just for finding cities and streets, it can also track down businesses such as restaurants, plumbers, garages and so on. If you fancy a pizza, for example, just enter 'pizza' into the Search box and pins are automatically placed on the map to show the locations. Clicking a pin displays more information, such as the address and phone number. Sometimes there are reviews and you can even get directions.



## Bookmark favourite locations

Places of interest or places you regularly visit can be bookmarked, which enables you to quickly return to a location without having to search for it in Maps. There are a couple of ways to add a bookmark. For instance, after searching for some place, click the pin in the map and then click the Add Bookmark button. You can also place a pin in anywhere using the Drop Pin option on the View menu. Simply click this to add a bookmark.

## Build up your contacts

Maps is integrated into other apps and when viewing an address in an email, for example, you can click it to open Maps and view the location. When using Maps and viewing a business or attraction, you can click Add to Contacts to store the name, phone number and address. It's useful to build up your contacts with useful local businesses, particularly when you are planning a trip. You might not have your Mac, but the information is synced to iPhones and iPads.

# Understand Apple apps

## Find your way with Apple Maps

Maps makes a great route-planner and shows turn-by-turn directions

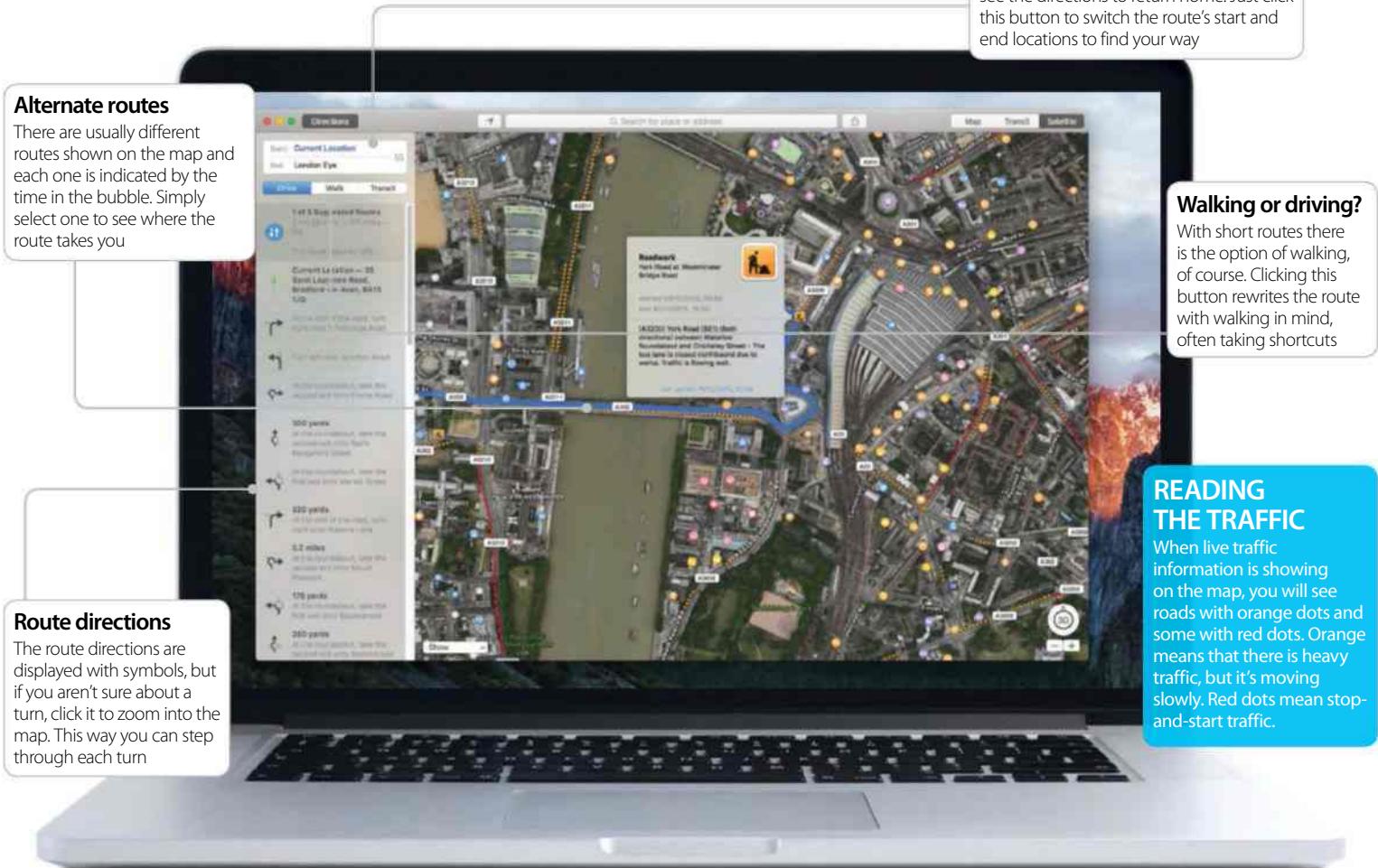


When you need to plan a long journey and you aren't sure which route to take, the Maps app will provide all the answers. It can work out your current location, which means you only need to enter the destination and click the Directions button to see a complete turn-by-turn breakdown of the route to take. You can also manually enter start and end points, so you could plan several trips before even setting off. With OS X El Capitan, this service has been enhanced with the addition of public transport information. You have the ability to zoom into every turn and see it in detail on the map. Another handy trick is the live traffic information and notifications of road works, closed roads and other problems. You won't always have your Mac with you when travelling, so a great idea is the Send to iOS Device on the Share button. Work out the route on your Mac and then just send it to your iPhone.



### Key route features

Select and explore all the routes



**Alternate routes**  
There are usually different routes shown on the map and each one is indicated by the time in the bubble. Simply select one to see where the route takes you

**Start and end**  
After displaying a route, you might want to see the directions to return home. Just click this button to switch the route's start and end locations to find your way

**Route directions**  
The route directions are displayed with symbols, but if you aren't sure about a turn, click it to zoom into the map. This way you can step through each turn

**Walking or driving?**  
With short routes there is the option of walking, of course. Clicking this button rewrites the route with walking in mind, often taking shortcuts

**READING THE TRAFFIC**  
When live traffic information is showing on the map, you will see roads with orange dots and some with red dots. Orange means that there is heavy traffic, but it's moving slowly. Red dots mean stop-and-start traffic.

# Maps

Get instant travel directions



## 01: Enter your destination

Where do you want to go to? Enter the destination into the Search box and Maps will find it and place a pin to show where it is.



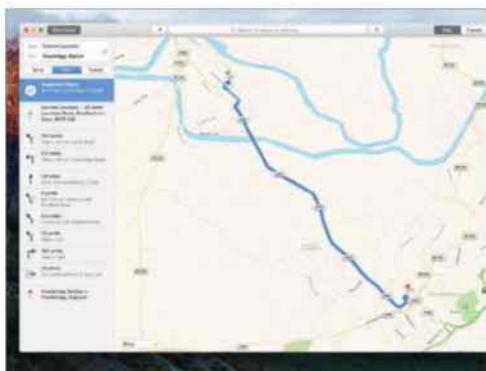
## 02: Get directions

Click the Directions button to open the panel on the right. Click Directions in it to see the route on the map and turn-by-turn instructions.



## 03: A new start

Suppose you want to start from somewhere else. Click Delete Current Location in the Start box and replace it with a new location to see the route.



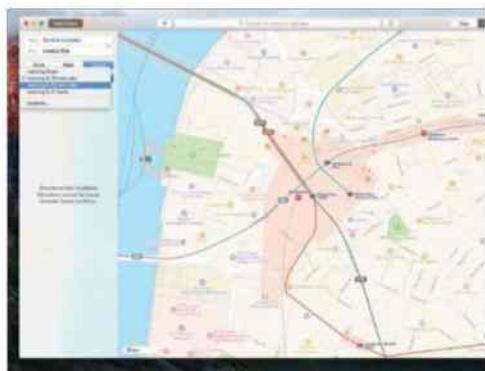
## 04: Driving vs walking

This route is a short one and it would be possible to travel on foot. Click the walking icon in the Directions panel on the right to see the path.



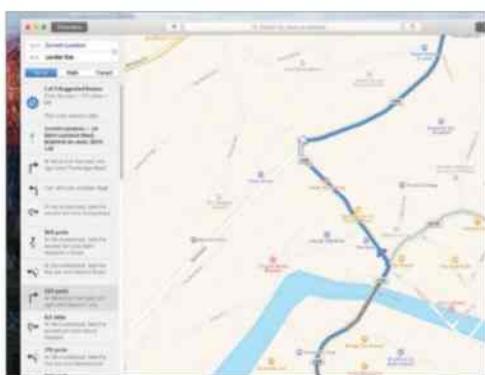
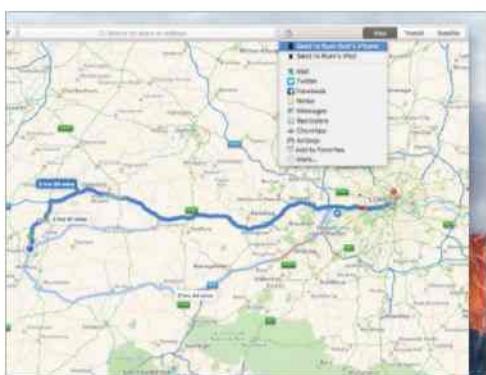
## 05: Avoid traffic jams

If you are travelling by car, you can see whether there is any traffic by clicking Show in the bottom left of the window. The red roads are the busiest.



## 06: Plan a journey

The new 'Transit' view overlays local transport routes on the map and lets you plan your journey via bus routes and train stations.



## 07: Use your iPhone

Travelling with a Mac isn't ideal and iPhones and iPads fit your pocket or bag. Click the Share button and send the route to your iPhone.

## 08: Zoom into turns

If you aren't sure about a change in direction, click it in the Directions list on the right and the map will zoom into that location.

## 09: Switch to 3D

Still not sure about which way to go? Switch to 3D with the second toolbar button to get a better street-level view of the route.

# Understand Apple apps

## Get to know the Mac App Store

The Mac App Store guarantees easy access to a wide range of free and paid apps. Find out what it's all about right here...



The Mac App Store first appeared in Mac OS X 10.6.6 and is home to a diverse range of apps aimed at enhancing the functionality of a Mac computer. As a bonus, the majority of apps are either reasonably priced or free.

As we have come to expect from Apple, the interface is intuitive, and finding and acquiring

apps is a breeze. This is largely because the store has adopted a very similar look, feel and process to shopping to that used by the iTunes App Store. When you want to buy an app, simply enter your iTunes ID and password, and it's purchased. It really is as simple as that. The app is automatically downloaded and installed in the Applications

folder, and can be accessed via Launchpad when required. You can even search for apps by title, developer/publisher, category or description. All apps are organised into convenient categories and this makes the process of navigating the store an effortless experience. Here we show you how to explore the virtual aisles...



## Log in to the Mac App Store

Start downloading apps immediately

If you're new to the Mac App Store, there are two ways to launch the service: either click the App Store icon in the Dock, or click the Apple menu and select 'App Store'. Do this, and you are free to browse the store using the 'Featured', 'Categories' or 'Top Charts' windows.

If you've ever used the iTunes App Store then you'll already have an Apple ID so click 'Sign In' from the 'Quick Links' tab to the right of the window, or Store>Sign In from the Mac App Store menu. When the

'Sign In' screen appears, all you have to do is enter your Apple ID and password, and click 'Sign In'.

If you don't have an Apple ID, click the 'Create Apple ID' button on the 'Sign In' screen, and you'll see a window welcoming you to the App Store. Click 'Continue', agree to the terms and conditions and follow the online instructions to create an Apple ID. Once you've completed the process, you can start downloading apps immediately.



# Key features

## How to navigate the Mac App Store

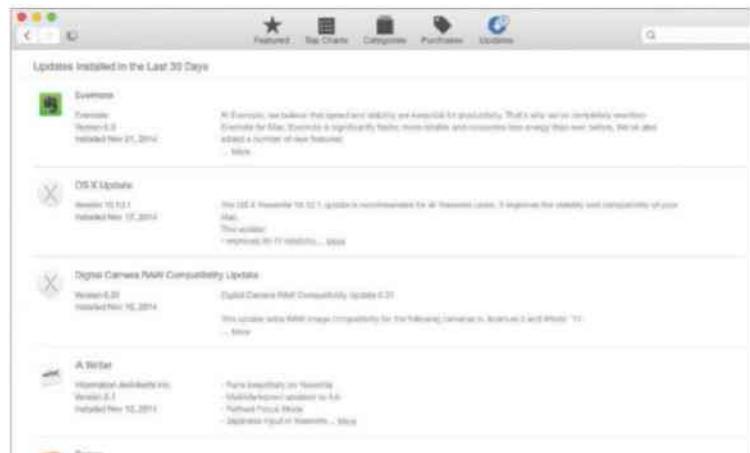
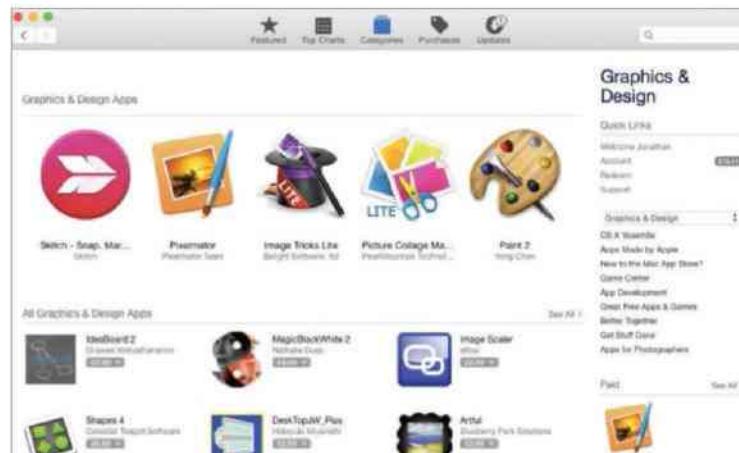
### Featured

Take a look at the Mac App Store's main storefront window. It's well organised, and you'll see five buttons at the top. Select the 'Featured' view, and you can browse apps that Apple has deemed 'New & Noteworthy', which is handy if you want to see the latest apps Apple deems worthy of your time. If you're more interested in apps with favourable user reviews, however, then scroll to the 'What's Hot' section to see all of the top rated apps.



### Top Charts

If you're interested in the most popular apps that people have purchased, click the 'Top Charts' button at the top of the main window, and get instant access to the top apps. Here, you can download OS X Yosemite, if you're not already running it, and apps that include Pages, Numbers and Keynote. To the right of the window are links to the categories. Click one, and you'll see a range of popular apps. Each device will have a similar menu available.



### Categories

If you know the type of app that you are looking for, then try using the 'Categories' view. All apps in the Mac App Store are organised into one of 21 categories, ranging from 'Business' and 'Weather', to 'Developer Tools' and 'Video'. Click the category title to see all the apps in that specific category. You can now browse the apps. If you see one you'd like to know more about, then simply click on the thumbnail image.

### Updates

The Mac App Store offers similar functionality to the iTunes App Store. If you use an iPhone, you'll know that you are notified of app updates as and when they become available. It's no different with the Mac App Store; click the 'Updates' button, and you'll see all available updates for apps you've downloaded. You are then given the option to install them. These updates may iron out any glitches or add extra features to your apps.

# Understand Apple apps

## Create a Mac App Store account

Follow our tutorial to create an Apple ID and start downloading apps from the Mac App Store



An Apple ID lets you personalise your Apple experience. Once you've created one, you can use it to access Apple resources that require you to identify yourself and make purchases from the Apple Online Store, the iTunes Store and the App Store. If you have held a MobileMe account, or use an iPhone, iPad or iPod touch to access the iTunes store, you will already have an Apple ID, and this can be used to sign in to the App Store.

But what if you don't have an Apple ID? Well, you can still browse the Mac App Store, but you cannot download either free or paid apps. Creating an Apple ID is a very straightforward process and, although the majority of people use iTunes to set up their account, you'll be pleased to learn that you can also create an Apple ID via the Mac App Store. Read on, and we'll guide you through the process of creating a new Apple ID for either yourself or a member of your family.

**"An Apple ID lets you personalise your Apple experience and access Apple's resources"**

## Access the App Store

How to use your Apple ID to browse the Mac App Store

### Create Apple ID

Enter an Apple ID and password, and you can download and purchase apps. If you haven't got an Apple ID, click the 'Create Apple ID' button to create a new account and personalise your Apple experience

### Browse apps

There is a diverse range of apps available for download and purchase from the Mac App Store, but unless you sign in using an Apple ID, all you can do is browse

### REDEEM A CODE

Create an Apple ID via the App Store and you are then required to either enter a payment method or redeem a voucher. If you are creating an Apple ID for a younger member of the family, then you may redeem a voucher code. This way, you won't be surprised by any unexpected credit card bills!

### Password

Your email address will be your new Apple ID. Type this, and choose a mixed case password of at least eight characters when prompted during the setup process. Use this information to sign in

### Sign in

There are two ways to sign in with your new Apple ID. The quickest is to click 'Sign in' under the Quick Links tab. Alternatively, select Store>Sign In from the main App Store menu



# Mac App Store Create an Apple ID



## 01: Create Account

Launch the App Store. From the main Mac App Store menu, choose Store>Create Account. You will now see the 'Welcome to the App Store' window.



## 03: Apple ID details

Enter your Apple ID details. Type your email address, a mixed case password of at least eight characters, and the other details requested.



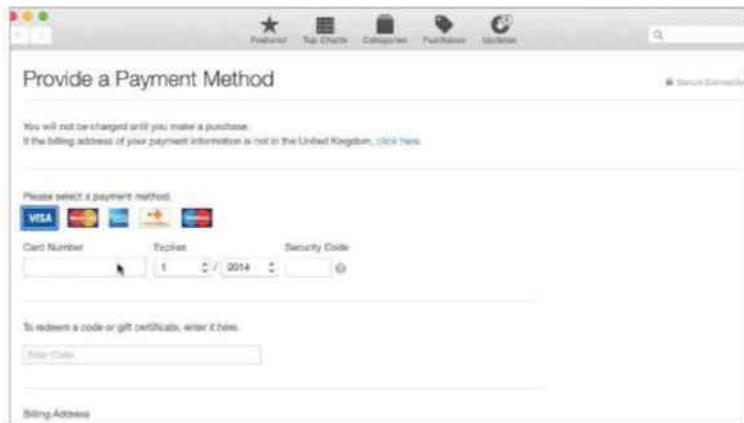
## 05: Create Apple ID

Enter your name, address and telephone number, then click 'Create Apple ID'. A verification email will now be sent to the email address you provided.



## 02: Terms and conditions

Click 'Continue', and read the terms and conditions. Confirm that you have read and agree to them, and click the 'Agree' button.



## 04: Payment method

Click 'Continue', and provide a payment method on the window that appears, or opt to redeem a gift certificate or prepaid iTunes Gift Card.



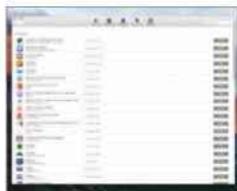
## 06: Verify email address

Check your inbox, and click the link to verify your email address. You can now use your new Apple ID and password to sign in to the App Store.

# Understand Apple apps

## Download from the Mac App Store

The Mac App Store is your hub for new software. Here's how to get your hands on amazing apps



When it launched at the beginning of 2011, the Mac App Store offered Mac users an entirely new way to browse and download apps that had never been seen before. There was widespread shock at Apple's decision to do this because it was a move based on the success of the iPhone App Store, and one not guaranteed to work on the Mac platform. As has been the case for many a year now, Apple was right and the Mac App Store became an instant success.

These days, a lot of people take the Store for granted, while others don't even know it exists and have never even opened it up. If this is you, you're missing out on a huge amount of incredible content. In this tutorial, we'll start you at the basic level. If you have an Apple ID, which you would use to buy iPhone and iPad apps as well as songs and movies in the iTunes Store, you can use that to log in. If not, check out the tutorial on the previous two pages.



### Mac App Store Start downloading now



#### 01: Apple ID

Open the Mac App Store and look at the Quick Links on the right. Click Sign In. Input your Apple ID and password, or create one if you don't have one.



#### 02: Categories

Below the Sign In button you will see a drop-down box that says All Categories. Click it and you can quickly navigate between categories in the Store.



#### 03: Chart topping

Along the top of the Store are five options. The second one is Top Charts; select this and you can see what is being downloaded the most.



#### 04: Well paid

The opening page of the Top Charts section shows you the most downloaded apps. When you find an app you're interested in, click its name or icon.



#### 05: App details

Clicking on an app's name will take you to its page. You can read a description here. Click on More to reveal all the information about the app.



#### 06: Screenshots

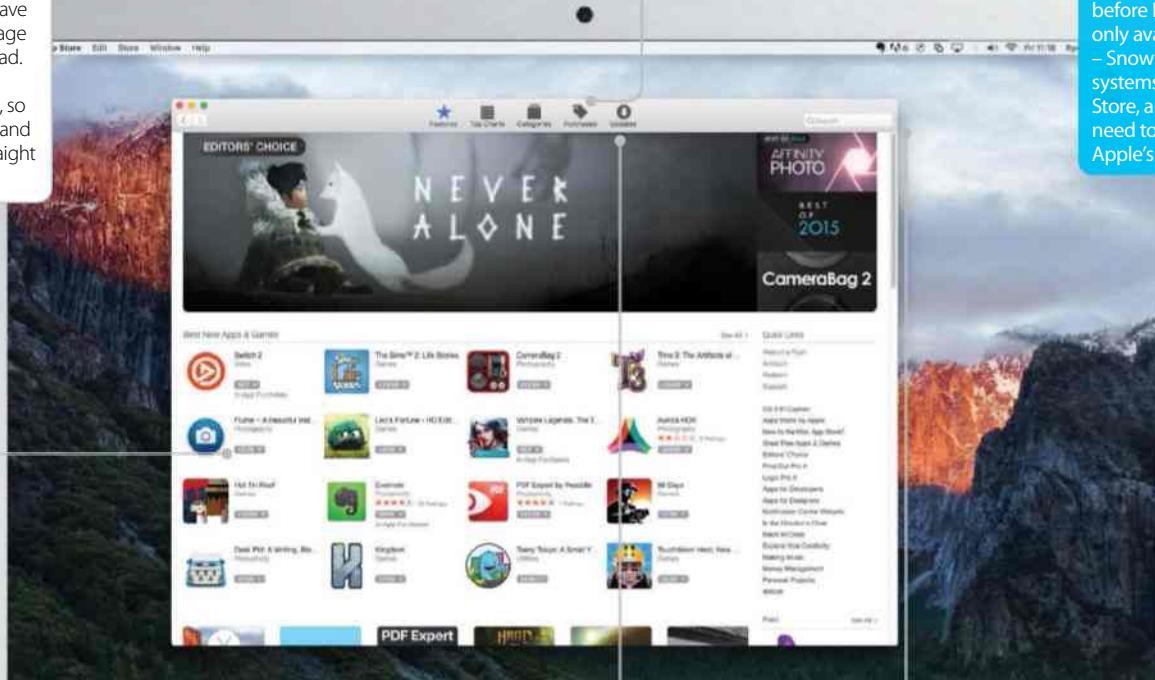
Scroll down and you can flick through screenshots of the app, just like on the iOS App Store. This gives you a better idea of how the app will work.

# Mac App Store interface explained

Discover a world of great software

## Quick buy

If you know you want an app, you don't have to view the app's page before you download. These grey buttons act as 'Buy' buttons, so you can click these and download apps straight from this page



## Up-to-date

When one of your apps needs updating to a newer version, the Mac App Store will show an alert in your Dock. Click it and choose Updates from the top of the window to download the latest version of the app

## Past purchases

The Mac App Store recognises when you buy something with an Apple ID. You can click the Purchases tab at the top to view all of your previously downloaded apps

## DON'T HAVE THE STORE?

It might be that you don't see the Mac App Store anywhere on your machine. If you are running a version of OS X from Lion onwards, the Store will be included automatically. However, before Lion, the Store was only available on OS X 10.6.6 – Snow Leopard. Earlier systems don't support the Store, and Leopard users will need to download it from Apple's website.

## Search and download

If you know exactly what you're looking for and need to find it fast, you can use the Search bar in the top right of the window. This will offer suggestions of apps as you type, so you can find things instantly



## 07: Tough crowd

Move further down and you can read reviews from other users. These offer brilliant and real opinions on the app, away from the marketing blurb.

## 08: Ready to buy

If you want the app, go to the top of the page and click the Buy App button. It will turn green. Click it again, then input your Apple ID and password.

## 09: Installed

Once you've clicked Buy App, the Mac's Launchpad will open automatically and your app will appear on the grid. You can now click on it to launch it.

# Understand Apple apps

## Delete and reinstall apps on your Mac

Deleting apps downloaded from the Mac App Store is a breeze

 Uninstalling apps has always been a whole lot easier on a Mac than on a Windows PC, and you'll be pleased to learn that the most recent versions of OS X make the process even easier. Don't go looking for an 'Uninstall Programs' setting, as you won't find one! The latest versions of the OS have adopted the automated click-and-hold method used by devices such as the iPhone and iPad. This means that deleting any apps downloaded from the Mac App Store is an absolute breeze. In fact, if you've ever

used an iOS device such as an iPhone to remove apps downloaded from the iTunes App Store, then you'll instantly feel familiar with the process.

Read on and we'll show you how to use Launchpad to delete an app that has been downloaded from the Mac App Store. We'll then show you how to reinstall the app should you ever require it again in the future. As a bonus, you don't even need to empty the Trash, as Launchpad handles everything for you. It's an extremely simple process and we show you how to do it.



### Delete with ease

A quick look at the app deleting process

#### Reinstall apps

You can reinstall apps downloaded from the Mac App Store using the Purchased view. Click 'Install', and the app will be reinstalled, and appear in the first available space on the Launchpad screen

#### Navigate Launchpad

All apps (paid and free) that you download from the Mac App Store can be viewed on Launchpad. If there is more than one page of shortcut icons, use your mouse to swipe through the screens

#### Confirm deletion

Removing an app that is no longer required is a breeze; simply click on the black 'X' badge, and then 'Delete' when asked to confirm that you want to delete the app. The whole process is automated

#### Click and hold

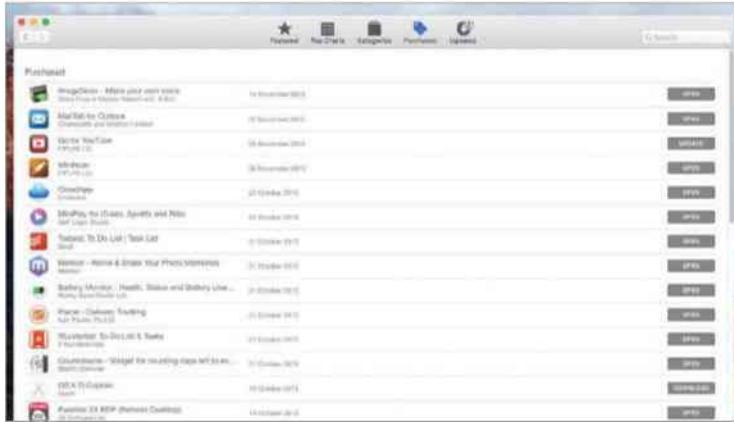
Click and hold on an app that you wish to delete, and all the app icons will start wiggling. Apps that can be deleted (that is, those downloaded from the Mac App Store) will sport a circular black 'X' badge

#### DELETE FROM FINDER

Experienced Mac OS X users may have noted that apps downloaded from the Mac App Store cannot be moved to Trash from the Applications folder. Although the easiest way to delete apps is via Launchpad, there is an alternative method. Open Finder, click Go>Applications, and select an app. Press Command+Delete, enter your password when prompted, and the app will be moved to the Trash.



**Mac App Store** Uninstall and reinstall apps



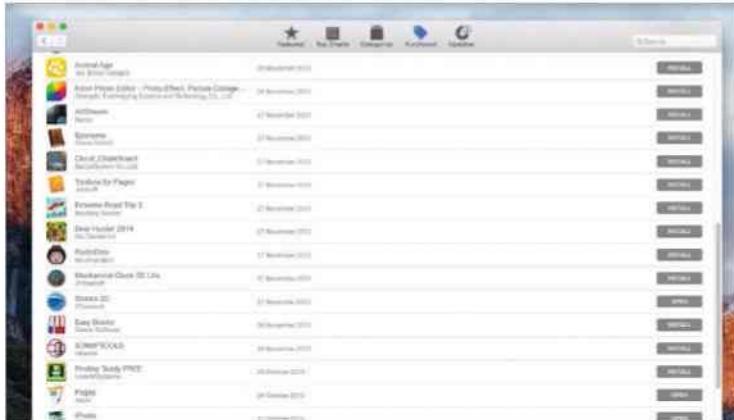
## 01: Purchased apps

The first step is to check which apps you have downloaded. To do this, launch the App Store, and click the 'Purchases' button at the top.



## 03: Confirm deletion

All downloaded apps will now sport an 'X' icon. Click the relevant 'X' icon, and when asked to confirm that you want to delete the app, click 'Delete'.



## 05: Reinstall the app

If you want to reinstall the app, launch the App Store, and navigate to the 'Purchased' view. When the store recalls your purchases, click 'Install'.



## 02: Click and hold

Browse the apps installed, find one you no longer need, and click the Launchpad icon. Click and hold on the app's icon until it starts wiggling.



## 04: Familiar process

The app will now be removed. The process will be familiar to anyone who has used an iDevice, as the tap and hold method is used by all iOS devices.



## 06: Track progress

Launchpad will appear. You can track the progress of the app download and reinstallation. The process is automated, with no user input required.

# Understand Apple apps

## Get started with iTunes

Learn to find your way around the iTunes app and discover all the amazing content on offer

 **iTunes** is the place you go to for entertainment on your Mac, whatever it is you fancy doing. Movies and TV series, new songs and albums, smart playlists that are based on tracks you like, books that you can start reading on your Mac and carry on reading on your iPad, even a digital store full of educational courses, plus podcasts and apps for your iOS devices; iTunes has it all. While the App Store (with its own blue and white icon in your Applications folder) is the place you go to find apps like iPhoto, Pages and Numbers. iTunes is for everything else.

The app comes in two, very big, halves: the Library and the iTunes Store. The front page of the Store has a carousel that you can browse, featuring new and noteworthy apps, albums, films and deals. All you need to do to get going is sign in with your iTunes account.

Once you've loaded iTunes up with your favourites content, you can use the Library, and the iTunes Player, to enjoy your media. Stream through AirPlay devices and sync everything with your iPhone and iPad so you can enjoy it on those too. There's a lot to see, so we'll show you around first.



## Use iTunes to play media

Listen to songs without even leaving the Store

### Access a device

When your iOS device is plugged in, you will be able to access its page of options, including syncing, or eject the device by clicking this button

### Visit the Store

This contains a link to the iTunes Store, where you can rent or purchase more content, and you can also have links to things such as your Purchased apps



### Find your content

All the music, movies, TV shows, podcasts, audiobooks and apps you own can be accessed via the buttons here. Click on the three-dot icon to access more of your content

### Playing files

Once you've selected and played a track or playlist from the main area below, use these playback controls so you can pause and skip tracks while browsing iTunes

### STORE, LIBRARY AND PLAYER

iTunes comes in two halves: a Store, where you can buy and rent films and TV episodes, apps, music and more, and then a Library and media player where you can enjoy all this content. While in each, you can use the tabs at the top of the screen to access other places.

# iTunes Find your feet in iTunes



## 01: Find your music

Open up iTunes and use the icons in the top-left corner to switch between Music, Movies, TV Shows and more. Start off by selecting Music.



## 02: Browse the tabs

Use the tabs in the middle of the bar along the top of the main window to switch between My Music, Playlists, Match and the iTunes Store.



## 03: Use the MiniPlayer

You can create a smaller version of the iTunes player by selecting MiniPlayer from the Window menu at the top. It's more powerful than you think.



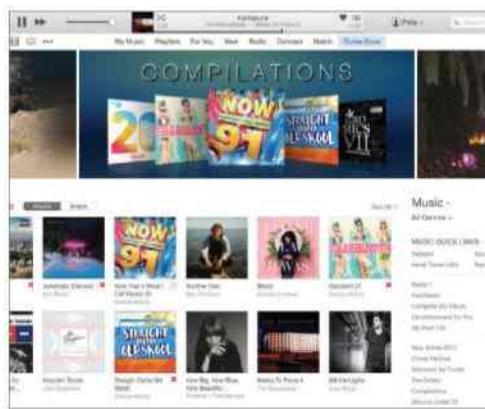
## 04: Switch on Genius

Choose Genius from the Store menu to get instant recommendations and playlists depending on the tracks you choose.



## 05: Match your collection

If you sign up for an iTunes Match subscription, you can upload all your music to the cloud and enjoy it on all your devices.



## 06: Go to the Store

Click the iTunes Store button at the top. Find new apps, music, videos, books and more. Featured content is on the carousel on the main page.



## 07: Find a movie

Choose Movies from the menu to the right of the main window. As well as featured content, there are further categories. Pick a film you want to see.



## 08: Rent or buy

On the film's info page, depending on availability, you can buy or rent in standard or HD. With albums you can buy songs or whole albums.



## 09: Hit play

Once you've downloaded something, it'll turn up in your Library view. Hit play and enjoy it on your Mac, or go and see what else is in the Store.

# Understand Apple apps

## Download music from the iTunes store

Make the most of the huge catalogue of music available on iTunes



iTunes was born to help people manage their digital music, and over time it has grown to offer all of the entertainment you could possibly want to carry with you.

The iTunes library is huge, and all of the major new releases are available to download as quickly as they are on competing services. It has reached the point where almost every artist you like will have a large selection of content on offer.

You can quickly search for individual songs, albums and tracks via the search bar, and also dig

down deeper within an artist's catalogue. There are multiple ways to browse music, and once you have an account set up with a valid credit card or gift card code, the process is as simple as choosing what you want and then letting the software do the work for you.

We explain how to download and purchase music from iTunes and then move it to your iPod. Indeed, there are settings you can choose to make the process almost fully automated and with so many options open to you, it is unlikely that you will

need to use any other service to get the music you want. Your only problems will be finding the music you require within such a large library and making sure you have enough space to install it all.

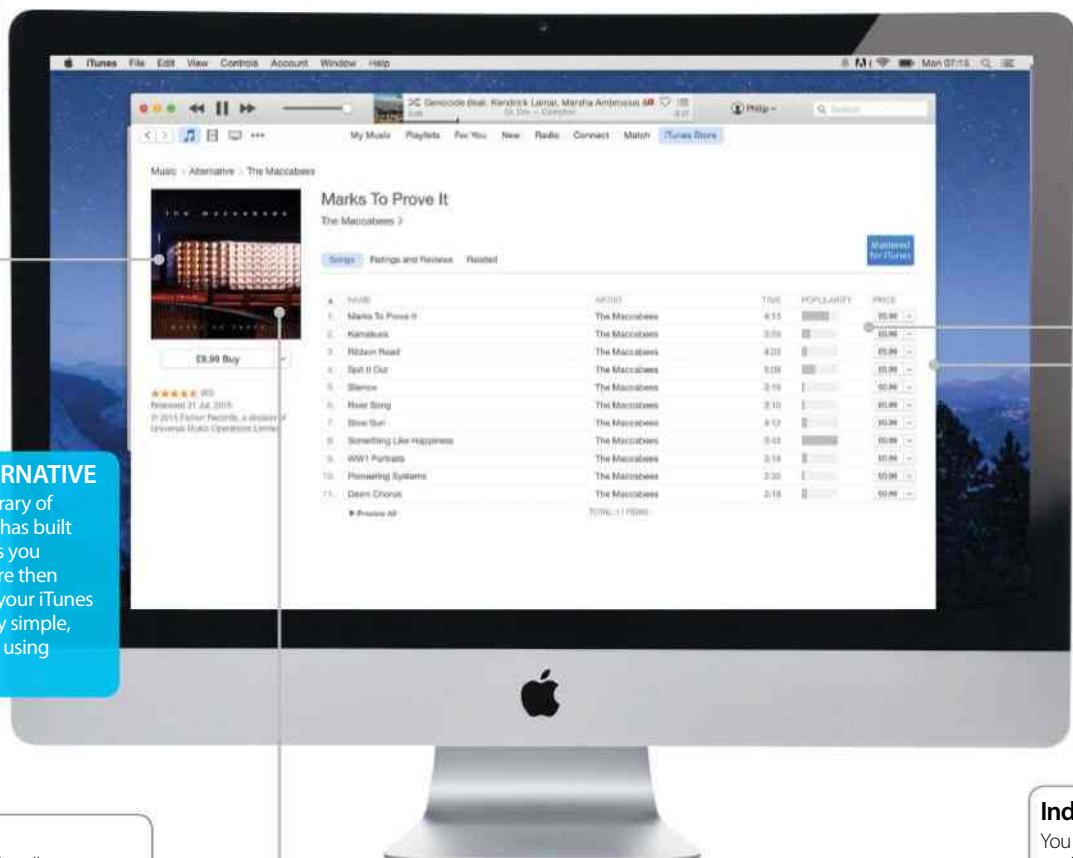
**"Every artist will have a large selection of content on offer"**

## iTunes purchasing options

Many purchasing choices are available

### Buy an album

Clicking this button will prompt an immediate purchase of an album. You will need to enter your password, and the process only takes a few seconds. The tracks will then download



### Check the popularity

The popularity indicators will give you an idea of how popular a particular track is, which can be useful when making individual track choices

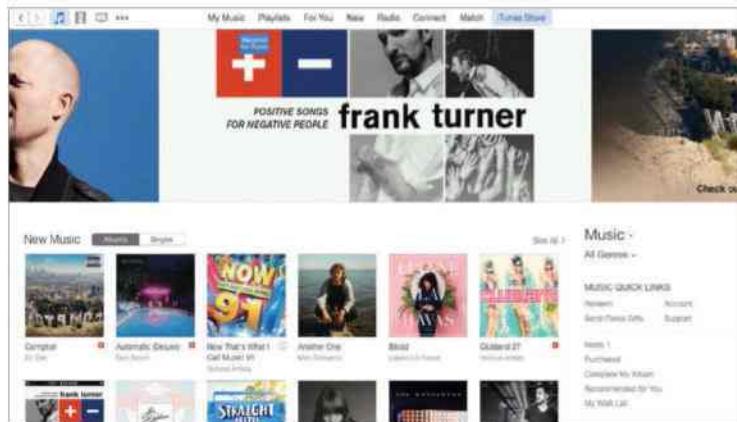
### THE AMAZON ALTERNATIVE

Amazon offers a huge library of digital music as well, and has built installer software that lets you make purchases, which are then automatically pushed to your iTunes library. The process is very simple, and almost as efficient as using iTunes directly.

### Send a gift

Clicking the arrow next to the album price lets you send the album as a gift or add it to a wish list for purchasing later. You can also share the album details with others

# iTunes Purchase albums and tracks from iTunes



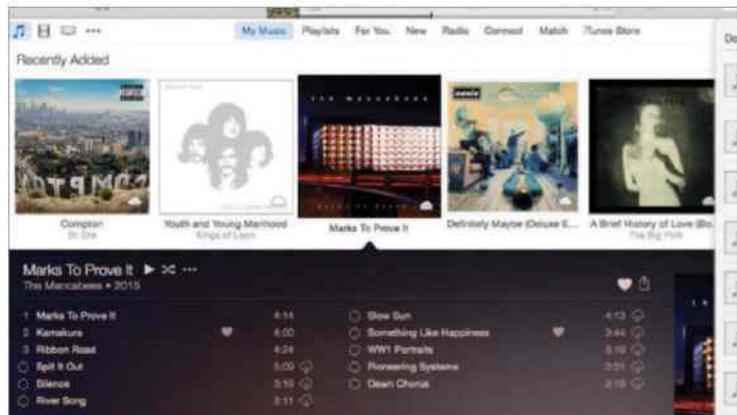
## 01: The music section

To access the iTunes Store, click on the iTunes Store button at the top of the screen. Now use the side column to the right to ensure Music is selected.



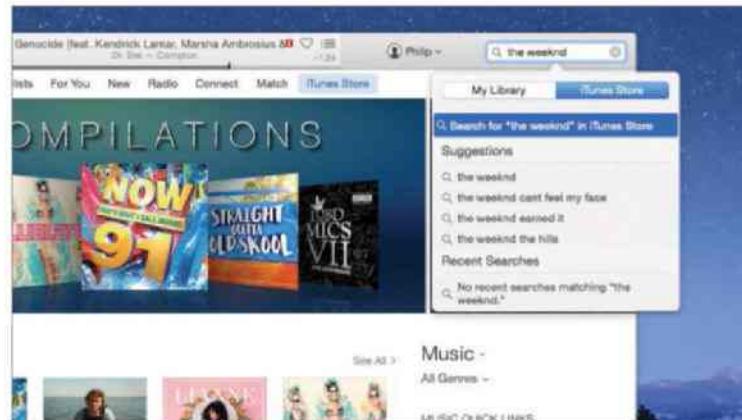
## 03: Choose an album

Once you've checked the offerings and decided what to buy, you can click the price button to make your purchase. Individual track prices will be available too.



## 05: Check the progress

You can select the arrow icon in the top right to display the downloads as they progress. They usually download in minutes, depending on your connection.



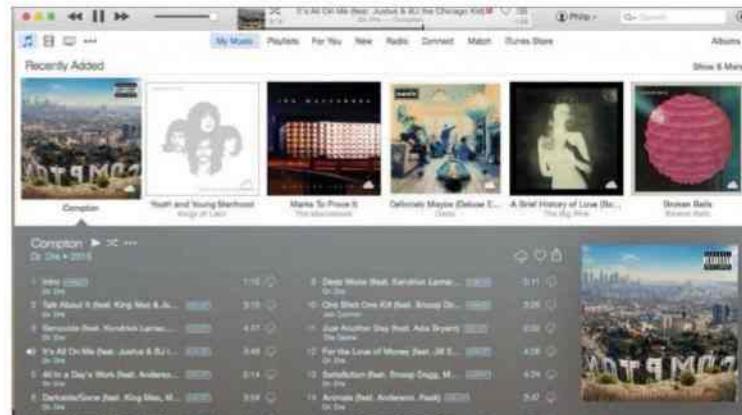
## 02: Search for music

In the top right you will search a search box. Enter the name of the artist you are looking for and hit Return. A selection of songs, albums and videos will appear.



## 04: Enter your details

You'll need to enter your password. Once you have done this, a confirmation box will appear. Select 'Buy', and your tracks will download in the background.



## 06: Use your purchase

Tap the 'My Music' option at the top of the screen, and you will see your recent purchases. You can now play it or move it to your iPhone/iPod/iPad.

# Understand Apple apps

## Set up and use Apple Music

Make use of your free, three-month trial and get to know Apple Music



Apple Music is Apple's brand new music streaming service. This is Apple's equivalent to Spotify and it lives on your Mac in the iTunes app. Apple Music gives you access to virtually the whole of the iTunes library (that's a staggering 30 million tracks in case you were wondering) and a 24/7 radio station called Beats One. You can also find out what your favourite artists are up to in Connect, Apple Music's dedicated social network. Apple Music gets more powerful the more you use it, and the For You tab gives you personalised playlists to enjoy. You can

also download tracks and whole albums to your Mac to listen to even when you're not connected to the internet.

Apple has priced Apple Music competitively, so much so that every user gets a free, three-month trial to the service. After that you get the chance to continue using Apple Music for a monthly fee of £9.99/\$9.99. You can upgrade that subscription to £14.99/\$14.99 and get access for a family of up to six users. So if you're a big music lover, follow this tutorial to sign up to Apple Music and see if you like what's on offer.



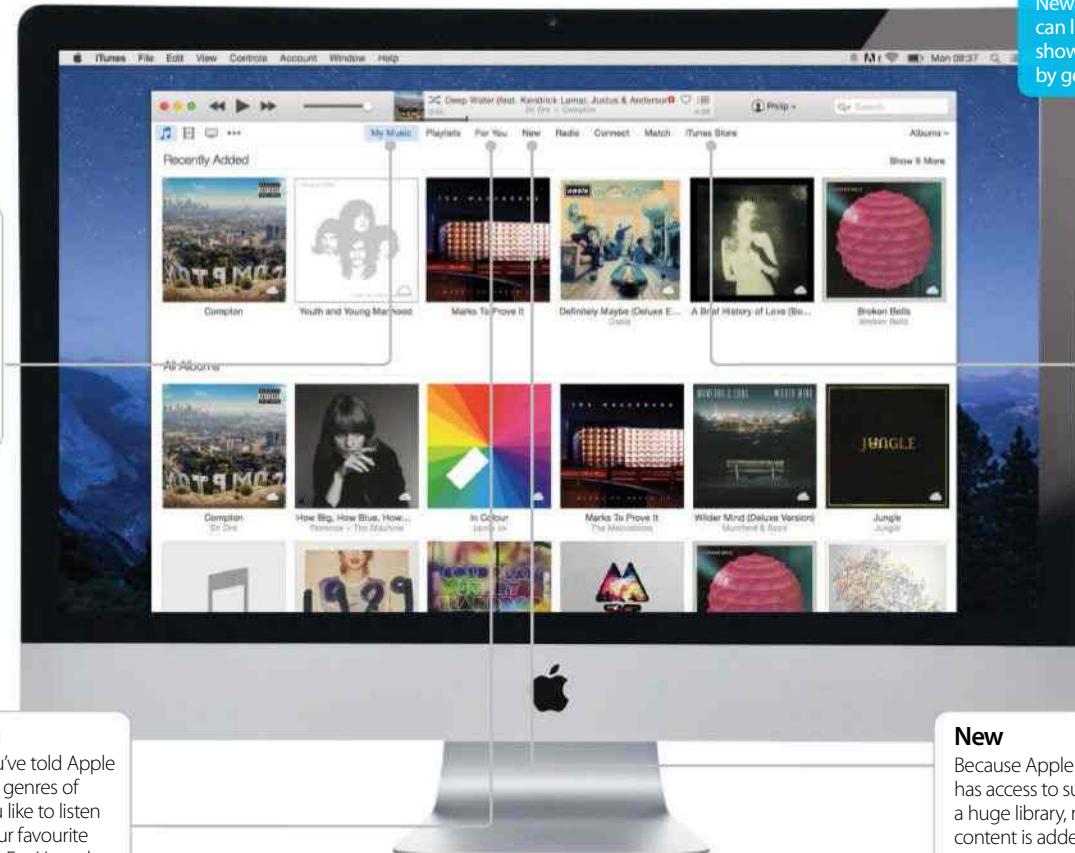
"You can download tracks to your Mac for offline listening"

## Inside Apple Music

Get to know what's what in Apple's new music service

### My Music

Any track or album that you add to My Music lives in this tab. It's just like iTunes, with cover art presented in big square thumbnails. Click on a thumbnail to start playing its contents



### LISTEN TO THE RADIO

Apple Music comes with its very own radio station, Beats One, hosted by world-leading DJs in Los Angeles, New York and London. You can listen live, to previous shows or even to stations by genre.

### iTunes Store

If you still like the idea of owning your music, you can head to the iTunes Store as normal and buy tracks, albums and videos just like you always have

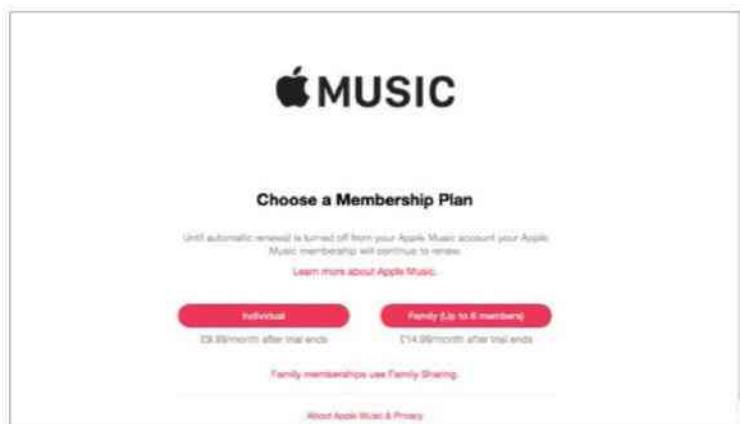
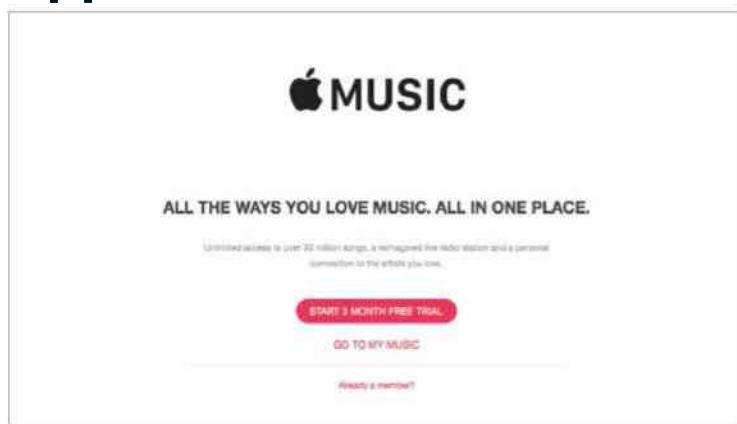
### For You

When you've told Apple Music the genres of music you like to listen to and your favourite artists, the For You tab will be populated with a personalised playlist of music

### New

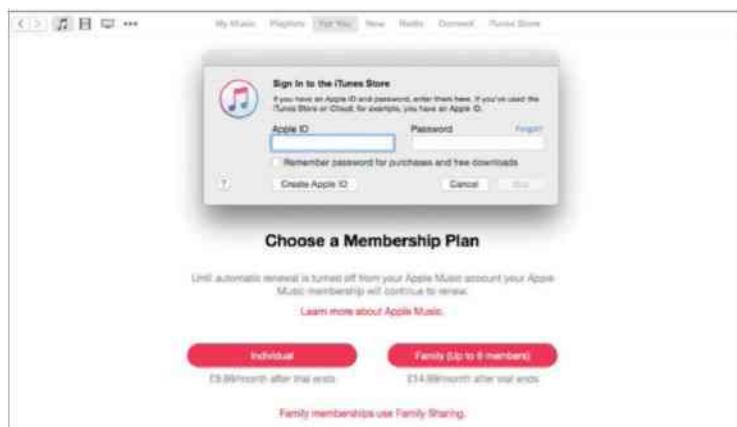
Because Apple Music has access to such a huge library, new content is added to the service every week. Go to the New tab at the top to see what's just been released

# Apple Music



## 01: Open up Apple Music

Open iTunes and you'll see this Apple Music screen. To get started, click Start 3 Month Free Trial or click Already a member if you have an account already.



## 02: Choose your plan

Now it's time to choose your membership plan. Click Individual or Family depending on your preferences. Refer to the intro text to check the pricing.



## 03: Apple ID

You'll need to sign in to the iTunes Store with your Apple ID, so enter your credentials. Click Buy, even though it's a free, three-month trial.

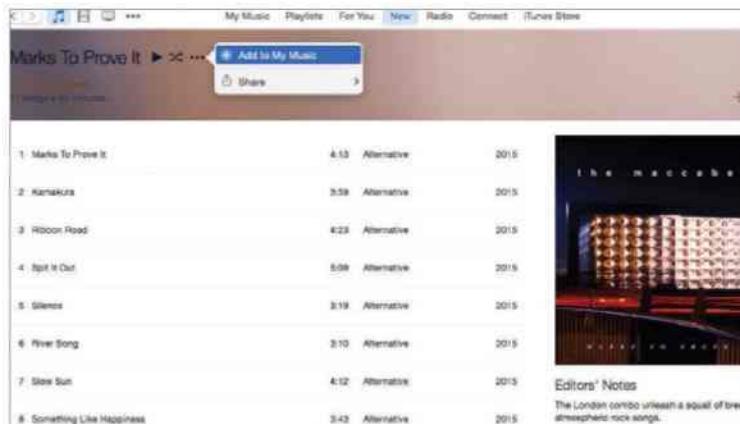


## 05: Play a track

Playing one of your songs or albums is as simple as clicking on the album cover's thumbnail. A track overview will drop down. Now tap the play button.

## 04: iTunes music

Because you sign in to Apple Music with your Apple ID, every track you've previously purchased will be present in the main My Music tab.



## 06: Add to My Music

You can search Apple Music for any track or album using the Search bar in the top-right. Click the Add to My Music option to add it to your My Music folder.

## Rent and buy movies on iTunes

Get the best new movies on your desktop with iTunes 12

 As well as being one of the world's largest digital music hubs, the iTunes Store is also home to great movies and TV programmes from all over the world. To access this incredible selection of brand new and classic films, you can either scroll down on the iTunes Store home page or select 'Films' from the tabs at the top of the screen instead.

As well as being loaded with content, the Film marketplace is an easy place to navigate. In addition to searching through the Store with the search bar, you can also use the drop arrow in the right column to search by genres, like comedy, drama or sci-fi &

fantasy. For some films, there's also the option of iTunes Extras. Not entirely unlike bonus features on a DVD or Blu-ray, Extras gives you the option to check out exclusive behind-the-scenes footage, deleted scenes and much more.

Once you've found the content you're after, you can either buy or rent it. Buying will, of course, be more expensive, but you can watch your film as many times as you wish. Renting, on the other hand, is usually far cheaper, but you only have 30 days in which to start watching it, and then only 48 hours to finish the video from the moment you hit 'Play'.

Thanks to the power of iCloud, you can watch your downloaded film on any device. If you start watching your movie on your desktop computer through iTunes 12, but then have to hop on the bus, you can download it on your iOS device and it'll resume playing from exactly where you left off.

**"The marketplace is an easy place to navigate"**

### The movie page

Find out about your chosen film

#### Trailer

If you want to see a sample of your film, click on a trailer. You can't download it from iTunes 11, but you will start streaming it when you click it



#### HD or SD?

Click the HD/SD buttons to change between formats. If you plan on watching on your iPod, it's best to go for SD. On your desktop, we would recommend HD

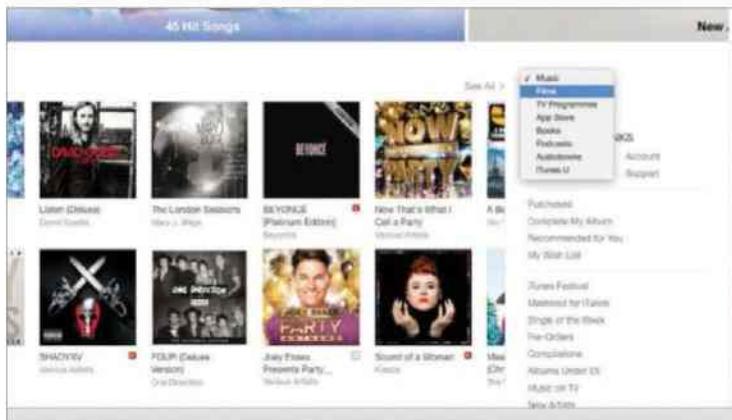
#### TV PROGRAMMES

It's not just films that the iTunes Store offers – you can also download entire TV series or individual episodes. They're not exactly cheap, but you can watch them on any Apple devices you own, including iPod touch and selected iPod nano generations. Most feature both SD and HD options. You can download episodes in the same way you download movies.

#### iTunes Extras

If your film has any bonus footage or deleted scenes, it will carry an iTunes Extras badge. You will not have to pay any more for this added privilege

# iTunes Download a film from iTunes



## 01: Open the store

Open up iTunes on your computer and click the arrow next to the Music option in the right-hand column. Now select Films from the dropdown menu.



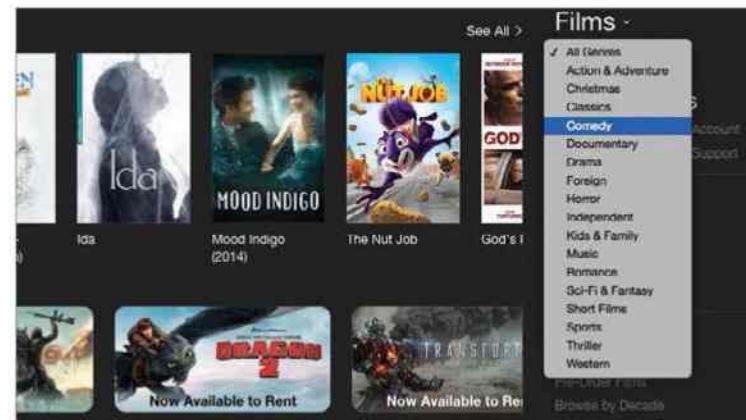
## 03: Choose your title

Once you've chosen your genre, select the film you want by clicking on it. This will open up the film's iTunes page, which will feature details, ratings and more.



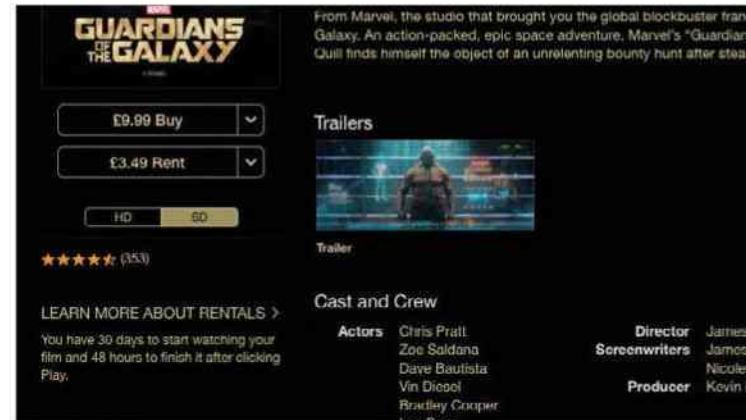
## 05: Download it

Click either 'Buy' or 'Rent', and you will start downloading the movie. Progress will be shown in the main media bar.



## 02: Find your genre

Click the drop-down arrow next to the 'All Genres' menu option and then pick a genre that appeals to you from the extensive list of options.



## 04: HD or SD?

You may have be able to choose a high definition version (HD) or a standard definition version (SD). SD's cheaper, but won't look as good.



## 06: Watch it

If you have a fast connection, you will be able to stream it after a few minutes. When it's done you will find it in the 'Movies' section of your iTunes library.

# Understand Apple apps

## Navigate the new iBooks

Use the iBooks app in OS X to read, manage, purchase and take notes with more than 1.8 million books



### iBooks reading interface

Navigating the reading interface and tools of iBooks in OS X

#### Managing Notes

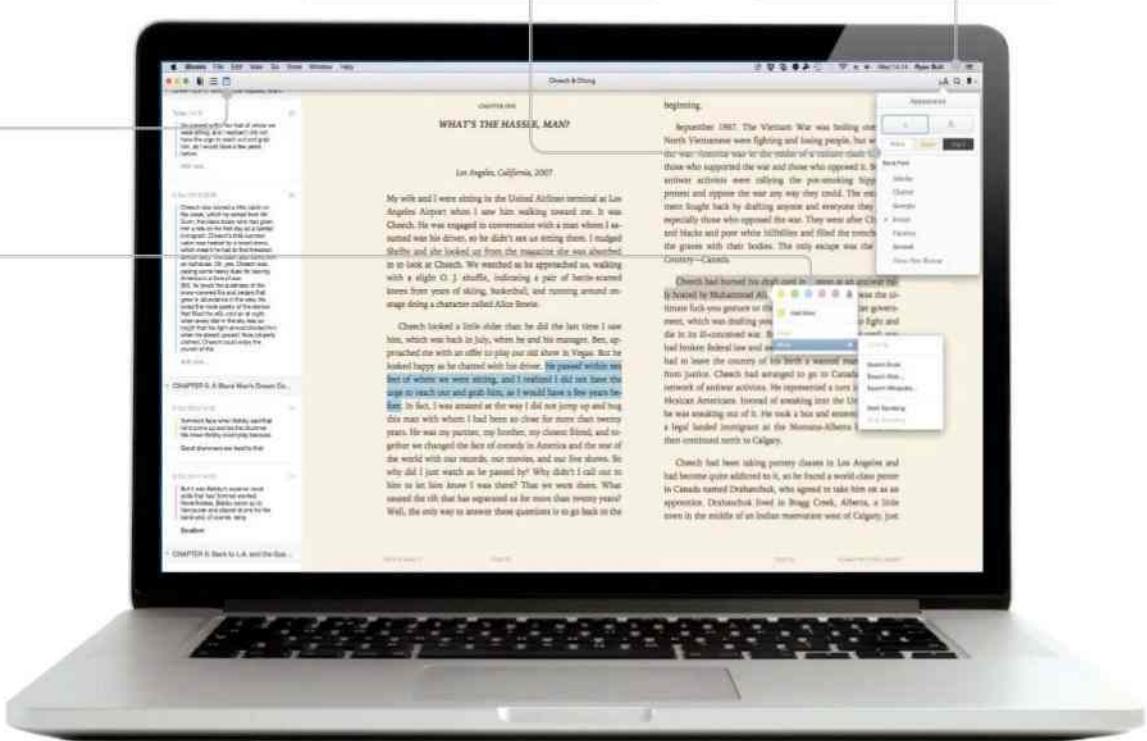
Notes can be accessed here by clicking on the page number to be taken to the page where a note was added. Right-click on a note to share it via Facebook, Twitter, Messages or Email

#### Creating Notes

Select a body of text to open the Notes window where you can highlight text and add notes. From the More menu you can search for the text online have the text spoken

#### iBOOKS AUTHOR

If reading via iBooks is getting you inspired to write your own novel, then why not download the free iBooks Author software from Apple. This tool lets you create and publish your very own book from scratch or by using templates including images, interactive options and videos – all built to work with iBooks.



**Formatting options**  
To format a book's settings, click here to access the Appearance window. Here you can change the size of the book's text, choose from a selection of different fonts or change the text colour

**Navigation**  
Here you can search through the entirety of a book with key phrases and words. The toolbar also offers a table of contents and a bookmarking tool to make browsing easier



iBooks has been around since 2010, first appearing as an app on the iPad.

Since then its popularity has kept on growing. iBooks connects to the iBooks Store, which functions just as iTunes does – giving users the ability to have access to a digital library of literature that has made iBooks so successful. Now, with the introduction of Yosemite OS X, iBooks has been made available on the Mac. iBooks syncs perfectly with all your devices, letting you access your books in any format. If you start reading a book on your iPad then come back to it on your Mac, iBooks will let you pick up right where you left off. Although iBooks is much more tablet-friendly than on a desktop, (since you might not be used to reading from your computer) there are a series of functions such as note-taking, highlighting and searching within a book that are so much more simple to execute from a Mac. Follow these six simple steps to getting set up and reading in no time with Yosemite's iBooks app for Mac.

**"iBooks syncs perfectly with all your devices, letting you access your books in any format"**

# iBooks

## Master iBooks in El Capitan



### 01: Launch iBooks

If you're starting iBooks for the first time on your mac, log in via your iTunes account to sync iBooks with your iPad or iPhone app.



### 02: Build a collection

All previous purchases will sync with the app, placing them in the All Books window. Right-click on a book, then click on New Collection.



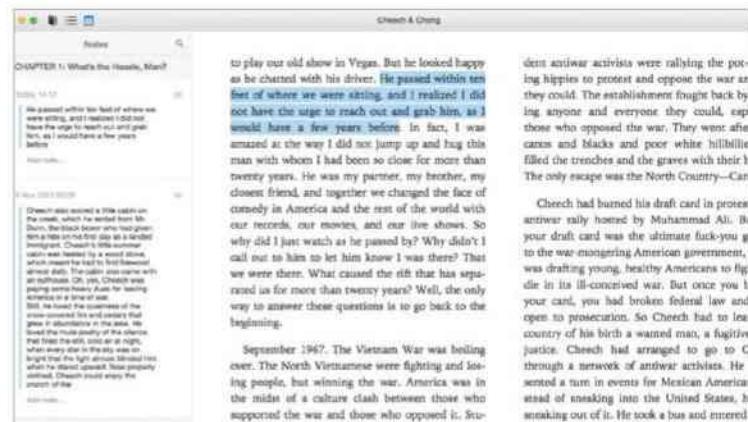
### 03: Manage your collection

Double-click on New Collection 1 to rename it. Right-click on a book, then select Add to Collection to include it in your new collection.



### 04: iBooks Store

Click on iBooks Store in the top-right-hand corner. Search by Category, author or keyword as you would in iTunes to find a book.



### 05: Samples and purchasing

Select a book, then click Get Sample to add the first few pages of the book to your library or purchase it using your iTunes account.

### 06: iBooks' reading interface

Double-click on a book in your collection to read it. Using the toolbar you can adjust Font Size, add notes, bookmark and search.

## Get organised with Calendar

It's an incredibly important app that can help get you organised



Calendar (formerly known as iCal) is one of the unsung heroes of OS X and iOS. It is the Mac-based predecessor to Calendar on your iPhone or iPad. This application has the ability to really help you organise your life and – with the ability to share your calendars – the lives of others.

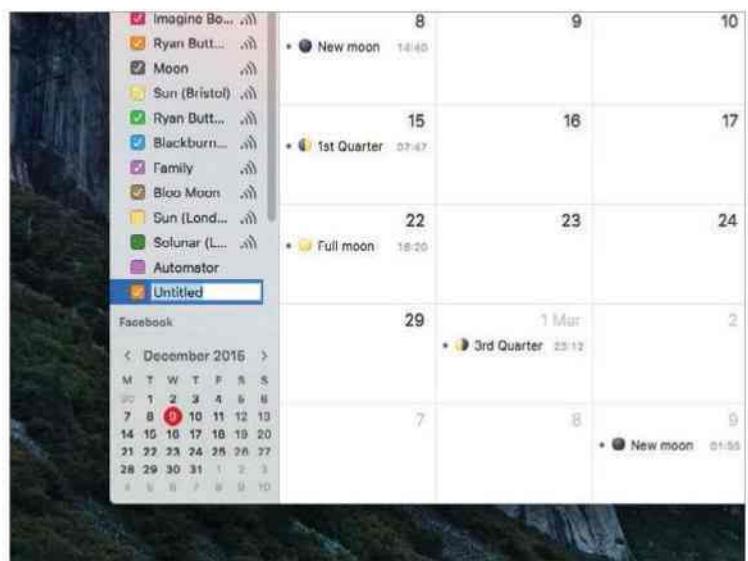
As you would expect, Apple has made the app simple yet effective, with an incredibly user-friendly interface. You can colour code certain calendars, for example, so that you can set up different ones for work, social events, sport matches and more. You can set any events that you create to a certain time or to 'all-day', and there are plenty of other options that will suit your needs.

In this introduction to the application, we'll show you how to create a new calendar and add an event, as well as how best to view your busy schedule. Armed with this information, you can keep track of important meetings, birthdays, social events and much more with ease.

**"This app can really help you to organise your life"**

### Calendar

Get to grips with your calendar app



#### 01: Add a calendar

The very first step will be to open up Calendar (or iCal) on your Mac. Use the '+' button in the top left corner of the Calendar interface to add a new quick event. Alternatively, you can click on the File menu and click 'New Calendar' to create a brand new calendar.

#### 02: Name it

Naming your calendar is important, as this will specify the kind of events that you add and help you divide the kinds of tasks you complete in your everyday life, which is important if you have separate calendars for work and home. You can, once your calendar is made, tick and untick it to reveal and hide events.

# Grasp the interface

View your calendar however you want to

## Day view

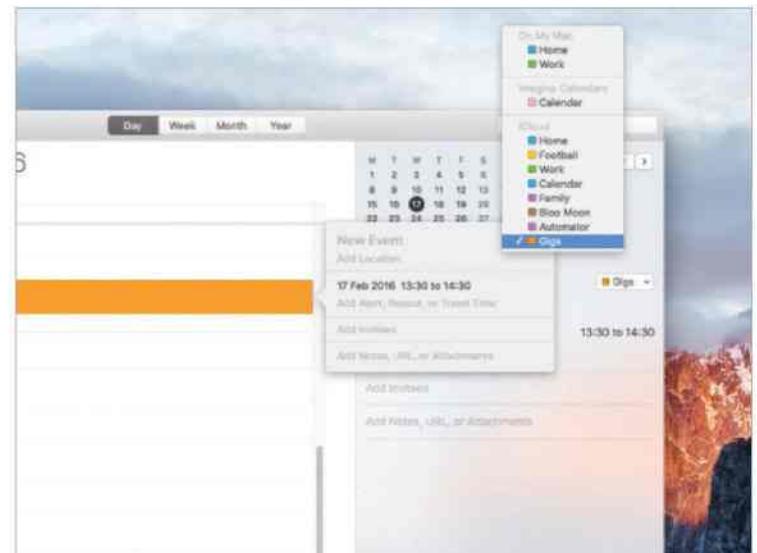
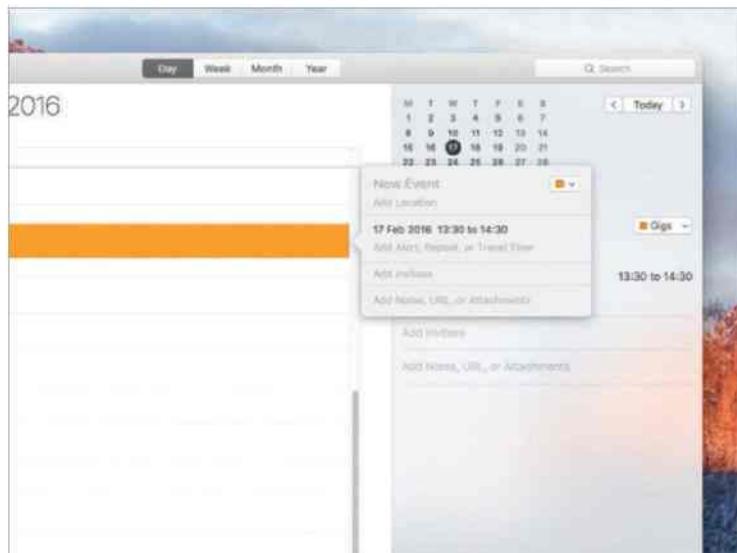
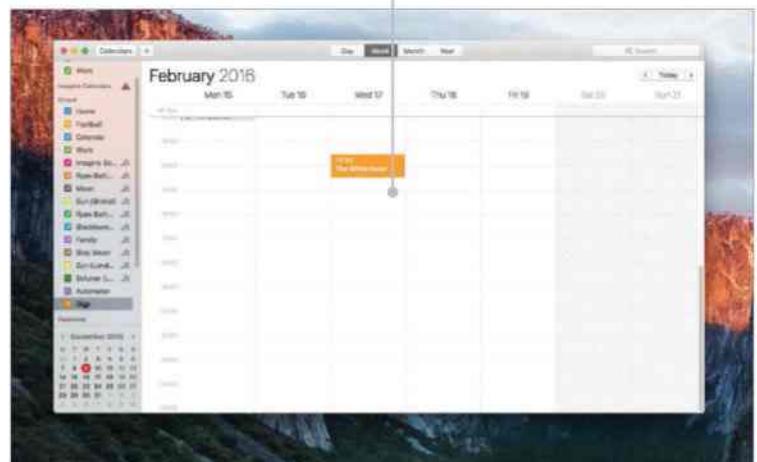
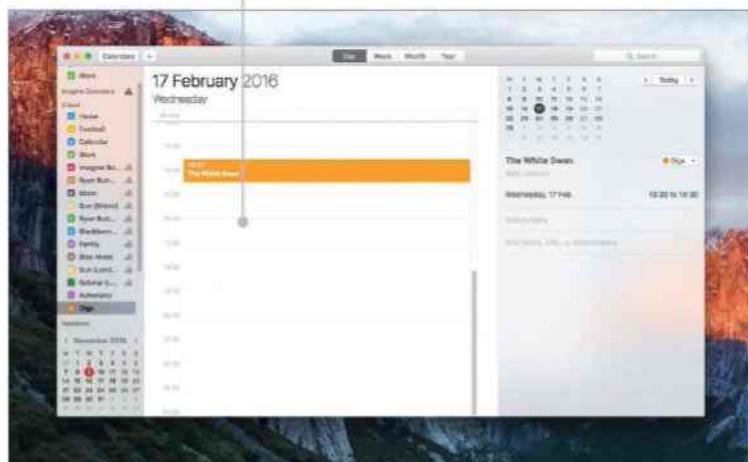
If you're a really busy bee, this is where you'll need to be to organise every moment of your life. Click on an event to view all of the details to the right

## Month view

Use this to view the weeks ahead and to get a feel for how busy you are. You can easily skim through months at a time, which makes it the best place to plan holidays and larger projects

## Week view

This is our favourite view, as it offers you enough detail to see entire days well-planned-out, but it also offers a quick overview of the entire week ahead. We live in this view



## 03: Double-click

Double-click on a day and time to add a new event to your calendar. A pop-up window will appear, allowing you to add all the pertinent information you want to the new event. Be as detailed as you can, as this will help you recall the event when the time comes.

## 04: Assign to a calendar

If you've changed your mind about the calendar that you want this event to apply to, just click on the drop-down arrow next to 'calendar' and select a different one. As these are colour-coded, you can easily distinguish between them. Once you're finished, click Done.

# Understand Apple apps

## Add a note to a Calendar event

Apply more detail to your events by adding notes



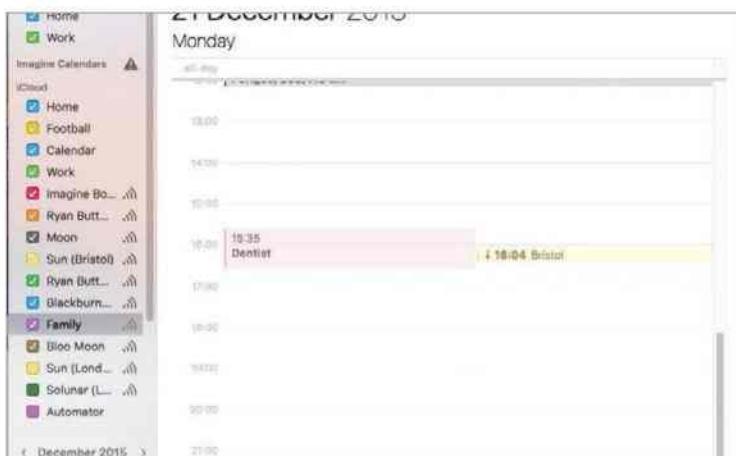
Apple's Calendar app is great for keeping track of your hectic schedule, adding events and inviting other people to attend them. When creating events that other users will be able to see, it is obviously a good idea to include as much detail as possible. However, you don't want to pepper the main event window with too many words, so what can you do? Easy: add a note. Once you have added an event you can

double-click on it to bring up a floating window of information, including the all-important start and finish times, and by clicking the various fields you can then start adding invitees, alerts and notes.

Simply click on 'note' and you'll be able to write as much text as you want into a dialog box and, once you click off the box, this information will be viewable to others clicking on your event. Here's how to start adding in your own event notes.

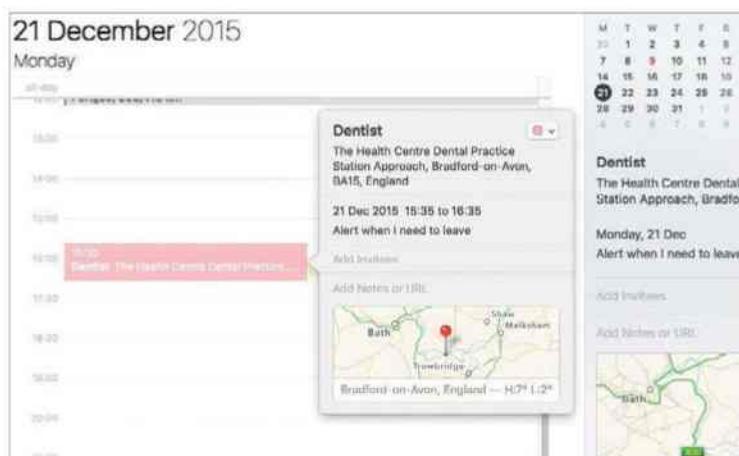
"Add a note to an event to give as much detail as possible"

### Calendar Add more information to your entry



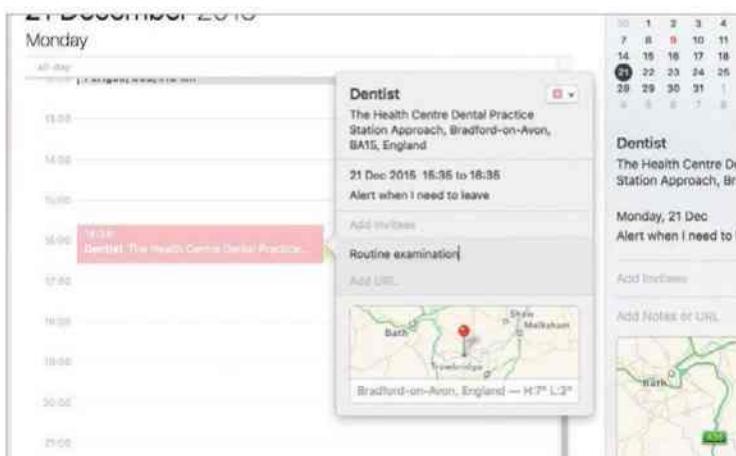
#### 01: Double-click the event

Locate the event that you wish to apply a note to and then double-click on it to bring up an overview box of the event.



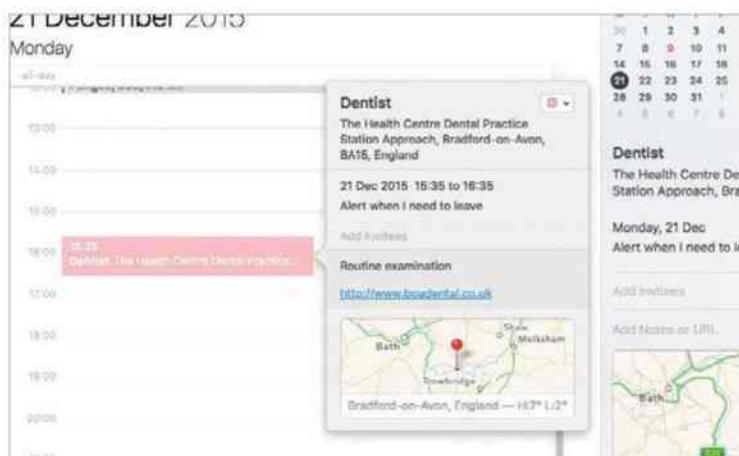
#### 02: Click on note

In the event box will be a couple of 'Add' sections, one of which is Add Notes. Click on this section to start entering your own notes.



#### 03: Enter text

Type your text into the field provided and then click off the event. The text will automatically be saved and stored with the event.



#### 04: Finishing off

There is also the option to add a URL to your event. Simply click on the 'Add URL' field and then type or paste in the required link.

# Add an alert to a Calendar event

Set alerts to ensure that you never miss an important event

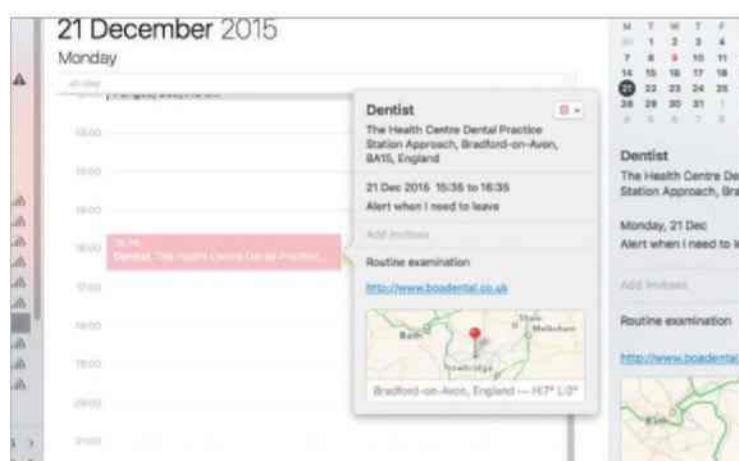
 For all your good intentions of adding events to your Calendars, they don't mean a thing if you fail to take notice and forget about them. Thankfully, to prevent this happening, you can set yourself handy alerts so that the app will inform you on the day, hours or minutes before or at a precise time and date that you determine. These alerts can consist of a message, a sound, an email sent to

yourself, the automatic opening of an application or, if you use AppleScript, you can set up a specific script, or action, that your Mac will perform when it needs to alert you at the specified time.

You have full freedom to determine the time and date of the alert, and you can even set up a sequence of alerts if you're worried about missing your event. Simply use the drop-down menus next to 'alert' in the event edit box.

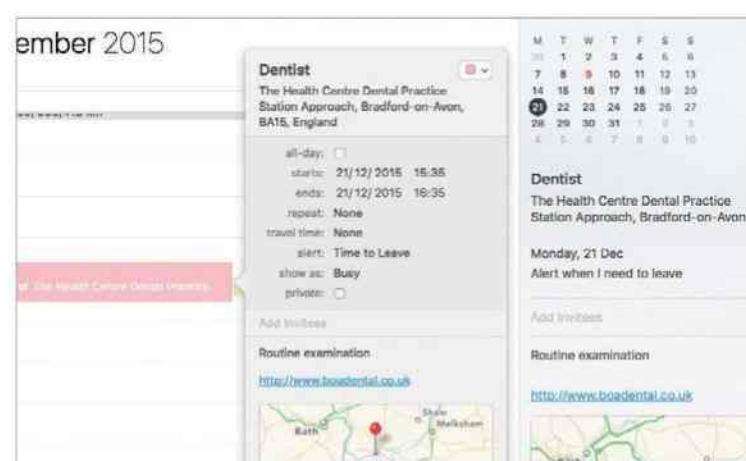
**"Alerts can inform you of an event minutes, hours or days beforehand"**

## Calendar Apply alerts to events



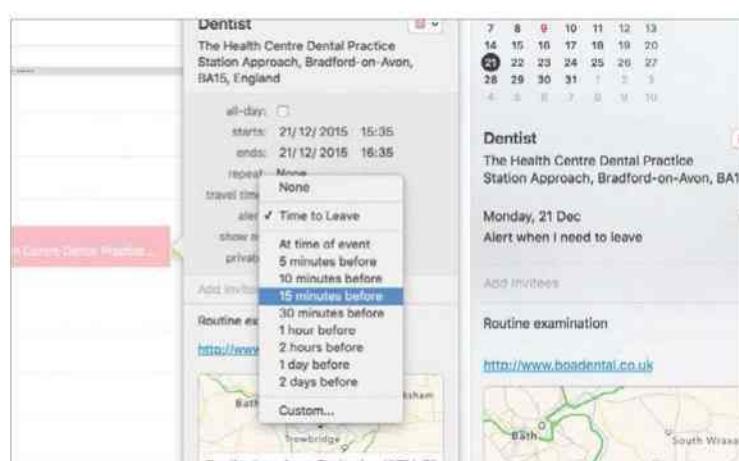
### 01: Double-click the event

Like before, locate the event that you wish to apply an alert to and double-click on it to bring up an overview box.



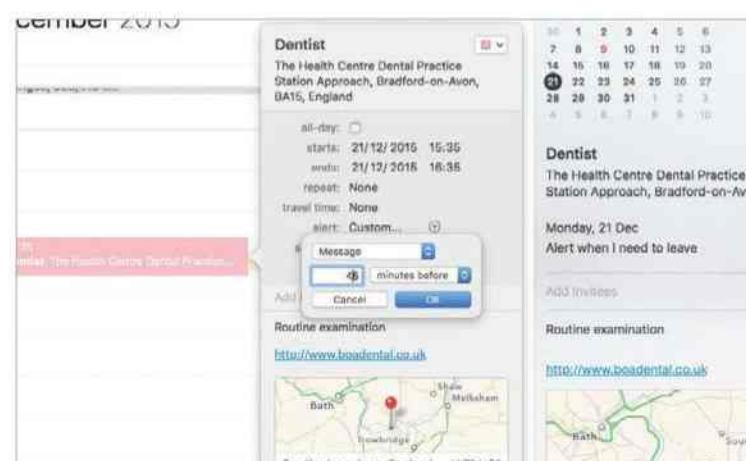
### 02: Click on the alert box

Now click on the time box and this will expand the window to allow you to enter start and end times and more.



### 03: Set alert

Set the desired times and then click on the Alert menu. This allows you to set an alert in the run up to the event at a specified time.



### 04: Set custom

Click on Custom in the alert menu and then set your own desired alert options. You can also choose to be notified via message, email or more.

# Understand Apple apps

## Set up Messages for every device

Stay in touch with iOS and OS X users via the Messages app on your Mac, iPhone and iPad



Messages is an instant messaging application that is built into Yosemite, and iPhone, iPad and iPod touch users will find it familiar. That is because it is the same messaging facility that is part of iOS. You can chat with your friends and relatives using your Mac as well as your iOS devices. In fact, you can start a conversation on your Mac and then pick up where you left off on your iPhone or iPad because they are automatically kept in sync through iCloud.

The app looks a lot like SMS messaging and at the top you specify who to send the message to. As you start typing, matching contacts are displayed and you can select someone by their email address or

phone number. Down at the bottom of the window is a box in which to enter your message. It's just like sending a text message on a phone, but you can also send images. Ctrl/right-clicking in the message box enables a section of the screen to be copied and then inserted into the message, or you can open a Finder window and drag a file into it. The file will then

**"You can chat to several different people at the same time"**

### Look inside Messages

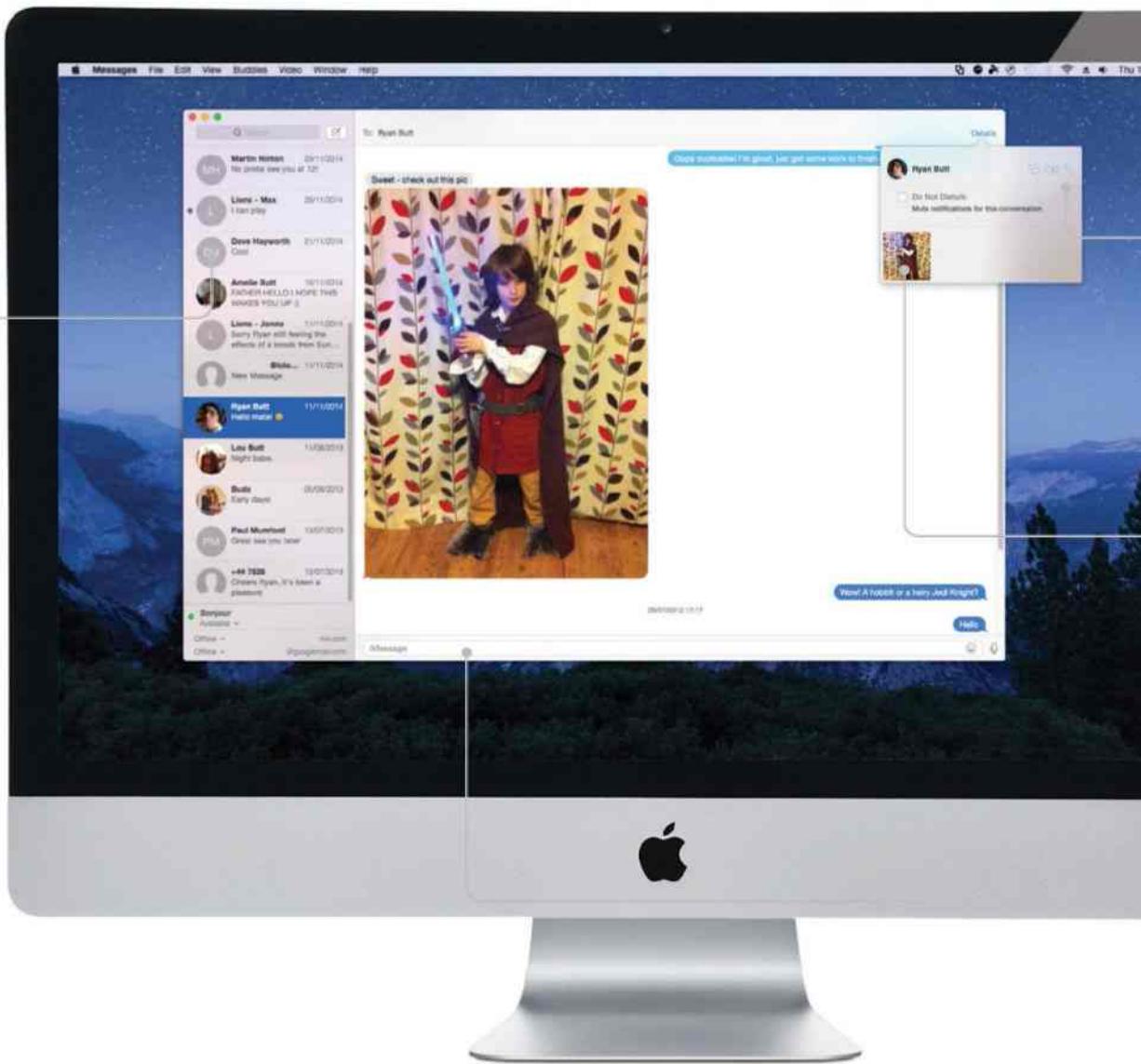
The new way to enjoy a conversation

#### The conversation list

This panel on the left shows the people you are currently chatting to. Notice the three dots under one of them. This means that they are typing a response

#### SMS RELAY

If you are logged into the same iCloud account on your Mac and iOS devices then you can respond to text messages from non-Apple owning friends from different devices other than your iPhone. On your iPhone running iOS 8.1, go to Settings>Messages>Text Message Forwarding and decide which devices will receive text message forwarding. You will then need to enter a code to continue using the service.



appear inside the conversation window. When you receive an image, double-clicking on it opens it in a larger window and there is also the option to quickly open it in Preview.

A conversation is displayed using speech bubbles in the main part of the window and you can chat to several different people at the same time. Double-clicking the person in the left-hand list opens the conversation in a separate window, which is useful when talking to two or more people. You can also continue a conversation later because everything can be remembered.

There are some useful features in Messages, and in the top right corner you'll see a FaceTime icon if the person you're chatting to has it. Click on it and you can start a video call. There is also an option to display a notice when someone has received a message, which is useful when you don't know if they are there, busy doing something or gone. You can even see when they are typing a response.



### Start FaceTime

This contact has FaceTime and so clicking this icon will start FaceTime and call them. You can then continue the chat using a video call. It is a useful option to have.

### Open the photos

This is a thumbnail image showing the photo that has been sent. Clicking on it opens it in a larger window and it can also be opened for viewing or editing in Preview.

### Type a message

The iMessage box at the bottom is where you type your message. Ctrl/right-click on it or drag a photo to the box from Finder to send it to the person.

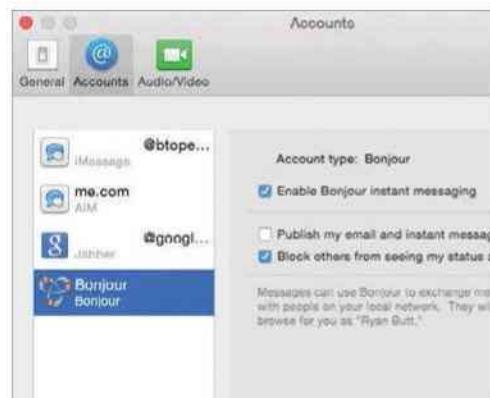
## Messages

Get started with Messages



### 01: Enable Messages

Start Messages and go to Preferences>Accounts. You may have several messaging accounts that can be enabled and used with Messages. Turn them on.



### 02: Local instant messaging

If you have several Macs, you can select and enable Bonjour instant messaging. This allows Macs to exchange messages and files over a local network.



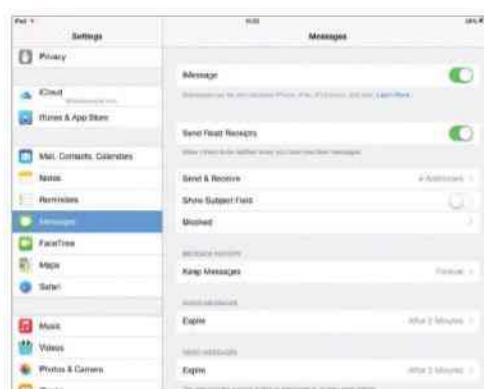
### 03: Change your picture

Close Preferences and click Messages>Change my Picture. Click the camera icon to take a photo using the Mac's camera, or click Other to load a photo.



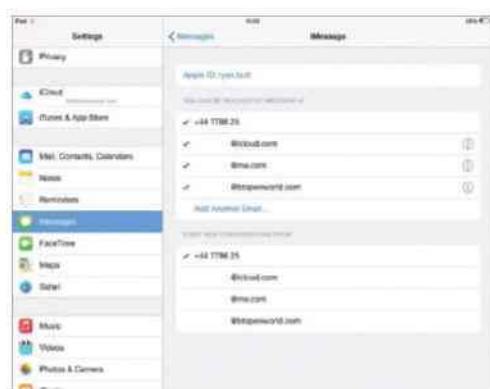
### 04: Set your status

You can tell people whether you are available or away from your Mac, or even which iTunes song you are listening to. Hit Messages>My Status and select one.



### 05: Set up iOS

On the iPhone and iPad, go to Settings>Messages. Turn on iMessage. It's useful to enable the Send Read Receipts option to show that messages have arrived.



### 06: Add email addresses

Tap Send & Receive and you can add the email addresses people can use when they want to contact you. On iPhone they'll be able to use your number.

# Understand Apple apps

## Discover FaceTime for Mac

With FaceTime for Mac, video calls are now only a few clicks away. Learn how to install and configure this great tool



One of the most acclaimed features of the iPhone, iPad and iPod touch devices is also available on your Mac. From the comfort of your laptop or desktop, FaceTime for Mac now makes it possible for you to have a chat or share a smile with your friends and family who also possess an iPhone, iPad, iPod touch or Mac. It is even possible to engage in video calls over your local network. With the simple further requirements of an email address and an Apple ID, a whole new world of enhanced communication is now easily accessible. The sleek, simple and powerful interface of the FaceTime for Mac application is fully integrated into your Mac OS X environment. Plus, if you have an iPhone running iOS 8, you can now even make phone calls to any number if you have your iPhone nearby.

*“With your Mac, video calls are just a few clicks away”*

### FaceTime Set up and use FaceTime



#### 01: Launch the app

You can launch the FaceTime app by locating and double-clicking on the app icon in your Applications folder or by selecting Launchpad from the Dock and opening it from there. Alternatively, drag the app icon into your Dock to create a handy shortcut if you intend to use the app frequently.

#### 02: Sign in

When the FaceTime app has been launched, you will have to sign in with your Apple ID to start using the app or create a new account, which you can do by opening System Preferences and clicking on iCloud. When you have entered your account details, you will be able to start conducting FaceTime chats.

# Find your way around FaceTime

Make calls to your friends and family with ease

## Search for Contacts

Click in the Search bar at the top of the left-hand bar and you can type in a name. As soon as you hit the first keys, FaceTime will start making suggestions of who you might mean, and you can call with a click

## Contact information

To get more information about a specific contact, click the 'i' icon next to their name. A Contact window will pop up, with all their information from your Contacts app displayed

## WHAT IS AN APPLE ID?

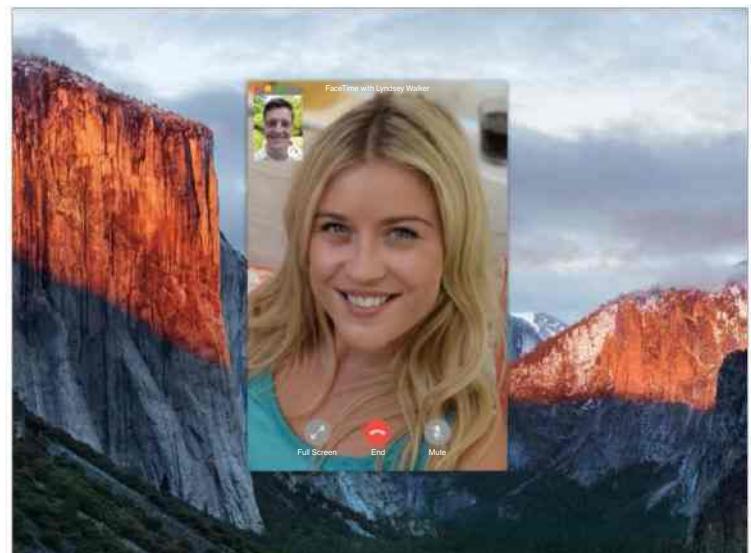
An Apple ID is a username and password used to identify you on every Apple service. Whether you want to buy software or a device on the Apple Online Store, music or movies on the iTunes Store or log in to iCloud, an Apple ID provides you with a single set of login credentials.

## Audio or Video?

In FaceTime you can now make both Audio and video calls. Click on the two tabs to see your recent calls in each format, and quickly call a person back

## Quick calling

You can right-click on the FaceTime icon in the Dock to bring up this contextual menu containing your recent calls. Click on any one of them to call that person back instantly – it's a really fast way to make calls



## 03: Find a contact

You'll see Video and Audio options at the top of the screen. Click the search bar and type in the name of a friend, or click the '+' button to add one from your Contacts app manually. Then click on the phone or camera icons to make an audio or video call respectively.

## 04: Make a Call

When your friend has been notified of your FaceTime invitation and accepts the call, they will appear in the main window of the app and you will be visible in a stamp-sized screen in the corner. You can change to Portrait or Landscape orientation by hovering your cursor over the window and clicking the arrow.

# Understand Apple apps

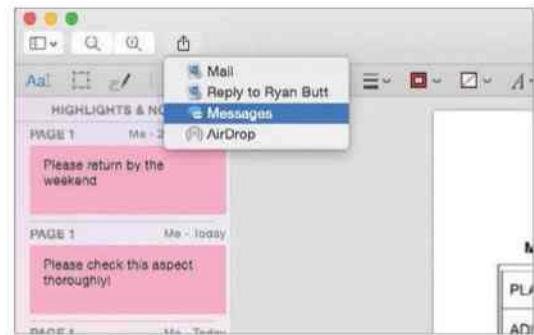
## Get more out of Preview

One of OS X's staple apps has undergone a recent face-lift. Let's take a closer look...



Preview is a powerful and flexible general purpose utility that is designed for viewing and editing a wide range of different file types. However, it is mainly used for viewing PDFs and images. Since Mountain Lion, it has come with additional features that make it even more useful, such as the button and menus for sharing files. It is possible to share files directly from Preview using Twitter, AirDrop, Messages and so on. Sending a file to a friend or work colleague via Preview has never been easier.

There are now more PDF editing tools and it is also possible to insert pages from other files, as well as images directly from a scanner. Notes can be added throughout a document, but they are hidden. There is a new panel on the left for viewing notes, plus any text you have highlighted too. Preview also supports iCloud and it stores files online so they are available everywhere.



### Inside Preview

The best new bits explained

#### Highlights and notes

If notes have been added to a document, or text has been highlighted, you can display this panel on the left that contains everything you have added. It is also searchable

#### Share the file

The Share button enables you to share images, PDFs and other files with your friends and work colleagues. Click on it and then choose an option, such as Twitter or AirDrop

#### Markup tools

Click on the View menu and then choose Show Markup Toolbar. You now have tools to hand to add notes, annotations, shapes, signatures and more

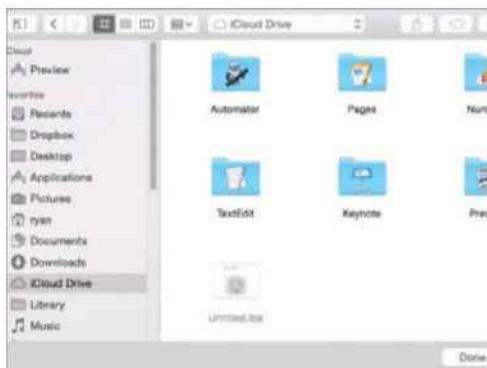
#### Annotating PDFs

Clicking on the Tools menu and choose Annotate will provide a menu of tools to help you markup and annotate your PDF. These options include adding shapes and more

#### PRIVATE iCLOUD STORAGE

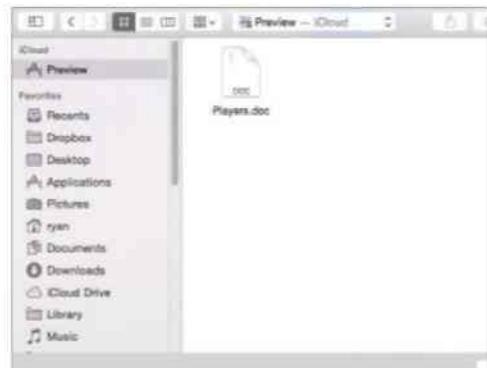
Each application that uses iCloud has its own private storage area. You can't see TextEdit's iCloud files in Preview and vice versa. However, Finder shows all files no matter where they are and any file can be accessed using File>Open.

# Preview Explore the latest features



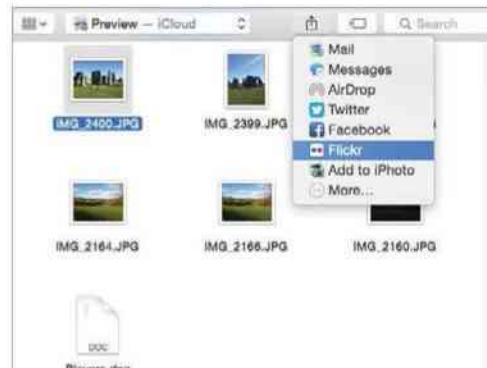
## 01: iCloud or disk

Start Preview in the Applications folder and select File>Open. You will now be able to navigate to picture files on your Mac or iCloud.



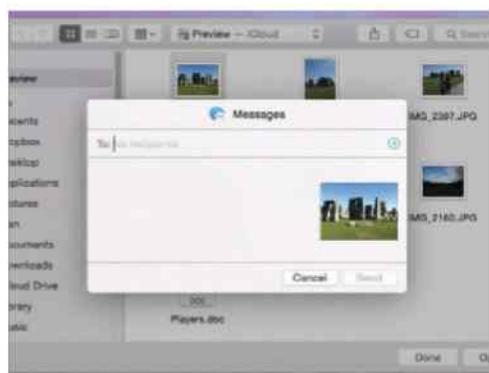
## 02: Upload files

Files on the Mac's disk drive can be uploaded to iCloud Drive for universal access. Open iCloud Drive and drag them to the Preview folder.



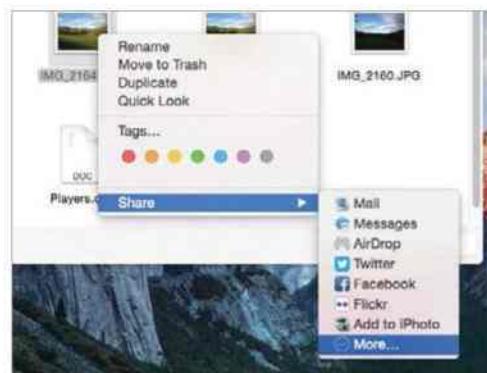
## 03: Share Preview files

All windows in Yosemite have a share button at the top. Click once on a file and then click on this button to share the file to a range of services.



## 04: Message your image

Sending files to others is very easy. Here we are sending a photo using Messages. A thumbnail is displayed and you can enter the text.



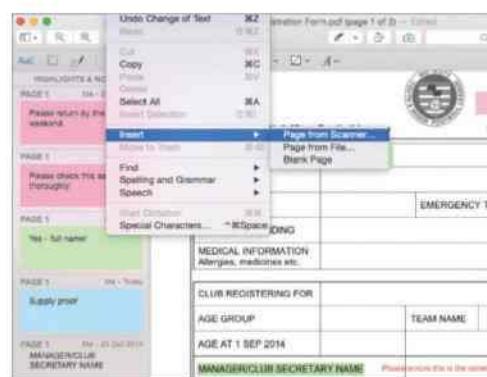
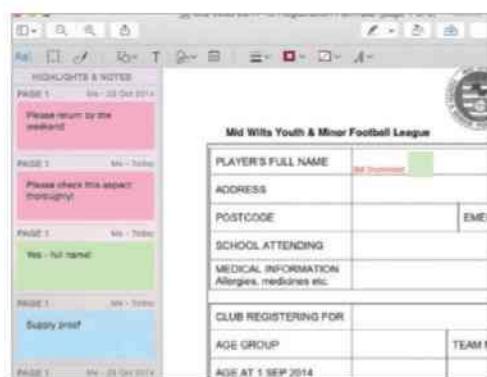
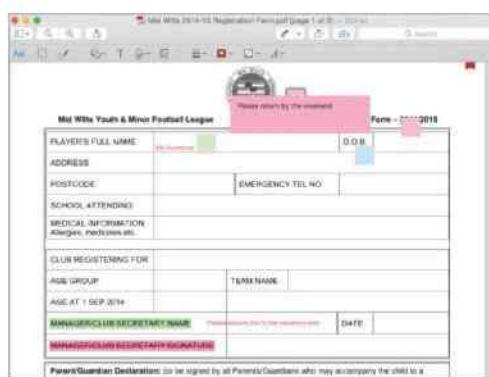
## 05: File management

There are full management facilities for files stored on iCloud Drive through Preview. Right-click to see options to rename, delete, view or shared.



## 06: Fill in forms

Forms can be created and saved as PDF files, and now you can fill them in using Preview. Open the PDF file and click in the form to enter text.



## 07: Notes and highlights

Go to Tools>Annotate to edit a PDF document and highlight important text, or even insert notes. Your notes are then hidden, leaving just a discreet icon.

## 08: View your notes

The sidebar usually displays thumbnail images of the pages, but there is now an option to display all your highlighted text and notes with more information.

## 09: Insert a scan

Previously, Preview could only insert blank pages into PDFs, but there are two new options. Now, you can insert from a file or a scanner, too.

# Understand Apple apps

## Play with Game Center in Yosemite

Explore this social gaming platform on the Mac and get one up on your mates



The iOS version of Game Center has been live for a few years now, allowing users with an Apple ID to connect to their friends, compare high scores and earn achievements. Apple also includes a Game Center app on the Mac, so that scores from all of your games can be stored and shared in one place.

Scores from both iOS and Mac games are displayed alongside each other, so achievements can be earned for the same profile on either device, and the social features of the app allow you not only to share scores but send challenges to friends with customised messages. You'll also get friend recommendations for those you might know, and a tally of your current score from achievements, enabling you to quickly see how you rank against your friends. To start using Game Center, all you need is an Apple ID, so let's get started...



### Get your game on

It's not about taking part, it's about winning...

#### Notifications

When you have a challenge from a friend, you can view it by clicking this icon in the toolbar. You can also see the number of challenges you currently have on your profile page in the purple bubble

#### Ultimate order

Down the left hand side, you can see a table of all your friends. To change the order, use the three buttons above the list to show players ranked alphabetically, by points or by the most recent players

#### Comparisons

The lower section in a friend's profile will show the games that you have both played and you'll also see how you rate compared to their high-scores. If they're ranked higher than you, then it's simple – try harder!



#### CHALLENGES EVERYWHERE

Challenges will appear on all devices, but naturally not every game is available on all platforms. Everything is linked through your profile, so even if you see a challenge on your Mac, you can always pick up your iPhone or iPad and start the game to beat your friend.

# Game Center

## Get started with Game Center



### 01: Sign in

First things first; you'll need to sign in using an Apple ID. Use the same address you use for buying apps, or an address your friends have, so they can find you.



### 02: Set a status

You'll now see your profile. If you've played on iOS devices you may have points already. On this screen, you can upload a status that your friends will see.



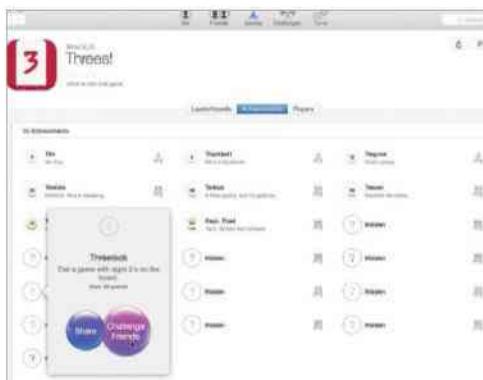
### 03: Find games

Below your profile are the Mac games that support Game Center. Click on any one of them and the App Store will open up so you can download them.



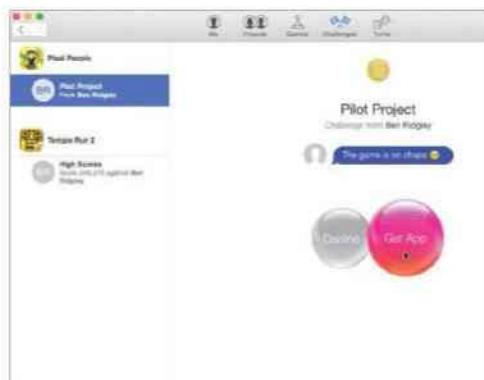
### 04: In-game options

If you start playing one of these games, such as Anomaly, you can view Achievements, Challenges and Leaderboards without ever leaving the game.



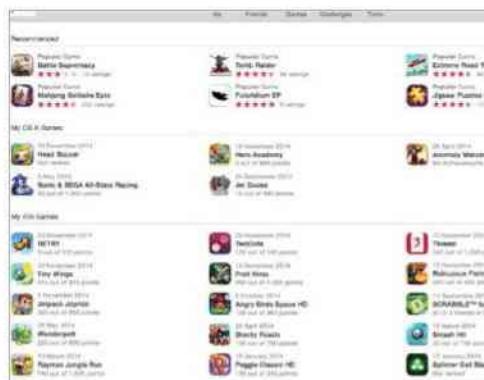
### 05: Friendly

In the Friends tab, you can see all your Game Center friends, as well as recommendations for those you might know. You can easily view each person's profile.



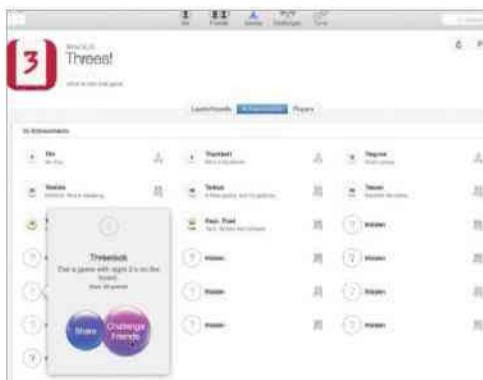
### 06: Find friends

If you want to add more friends, use the button on the left of the window. You can send requests to anyone you like, along with a message.



### 07: Set challenges

From the Games tab, you can challenge friends. Choose a game and find an achievement; you can click it to set up a challenge with your friend.



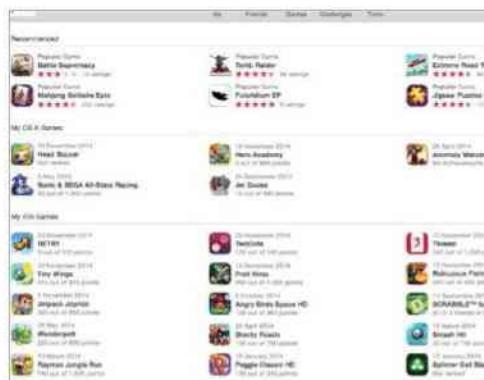
### 08: Beat the competition

When you are challenged, it will appear in the Game Center window with your friend's message and in Notification Center, so you can go straight into battle.



### 09: Games

In the Games tab, you'll see every game you have in Game Center. They're sorted by the order you last played them, and they're sorted by device too.



# Get creative on your Mac

Master the creative facilities of your Apple Mac for capturing and editing images and video

126

Get to know Photos



138

Master editing



126 Photos masterclass

Navigate iPhoto's replacement app

134 Move your iPhoto library into the Photos app

Make the transition from old to new

136 Create a Side by Side clip

Spice up your videos in iMovie

138 Master iMovie's editing timeline

Get to grips with editing in iMovie

140 Stack clips with iMovie's multi-track tool

Create great effects with iMovie tools

142 Master green-screen techniques

Make your subject appear anywhere!

144 Adjust colour in clip with iMovie

Set the mood by changing colours and tones with iMovie tools

146 Create your own loops in GarageBand

Use GarageBand to make loops

148 Use Drummer in GarageBand for more natural beats

Learn how to make your drums sounds less static and robotic

“With iMovie, you can quickly get professional results”

140

Stack clips in iMovie



142

Use green screen





"GarageBand allows you to record music, edit and export all with ease"

**144**  
Adjust colour  
in iMovie



**146**  
Create your  
own loops



**148**  
Use  
Drummer



# Get creative on your Mac



# Photos masterclass

Everything you need to know about Apple's new image-editing app



**Good things come to those who wait, goes the saying.** And that is exactly what Apple lovers endured during the lengthy period following the announcement that iPhoto was to be replaced by a shiny, new, all-singing, all-dancing app called Photos.

Taking its cues from the iOS app of the same name, Photos was going to sync seamlessly with iCloud, provide a streamlined home for all your

photos and showcase powerful and intuitive editing tools to help you perfect your images ready for sharing. There was plenty to be excited about and numerous questions to be answered.

In the long interval following the big announcement, Apple seemed to be toying with us. And then, with little fanfare, as part of the OS X 10.10.3 update, Photos went live and iPhoto and Aperture was tossed to one side.

Over the next eight pages you'll learn everything you need to know about the Photos app. We'll be demystifying features like iCloud Photo Library, showing you how to import images from various places, master Photos' editing tools and get creative with a range of brilliant projects. If you've got a question, we've got the answer. So if you are yet to get to grips with this function, you'll soon find your feet with the help of this guide!



“And then, with little fanfare, as part of the OS X 10.10.3 update, Photos went live”

#### Timeline sliders

There's a new way to edit in Photos. With an editing tool selected you'll see these timeline sliders, which give you an instant visual guide to the change that you can make

#### Non-destructive editing

Just as it was in iPhoto, image editing is totally nondestructive. This means you can be as experimental as you want, safe in the knowledge that you can Revert to Original

# Get creative on your Mac

## Import your existing images to Photos

The switch from iPhoto and Aperture to Photos should be seamless. Apple has made the process very simple. All you need is a trip to the Import menu, as we show you here. All the data from your old libraries transfers across, including any editing you've done.



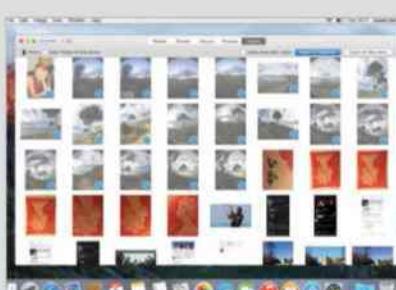
### 01: Import iPhoto library

Go to Photos' File>Import menu and click on the Import Library Option. Photos will open up your user account's Pictures folder in Finder. Select the folder and drag it to Photos.



### 02: Check progress

If your library is pretty sizeable, this is going to take a while. You can check the progress from Photos' top toolbar and from OS X's Notification Centre.



### 03: Import from iPhone

Connect your iPhone (or digital camera) to your Mac and Photos will automatically launch, asking you if you want to import the images. Say yes and away you go.



## Set up iCloud Photo Library

Get to grips with Photos' brilliant cloud feature



iCloud Photo Library is Photos' biggest and best

feature, syncing all your photos across all your devices. Everything you import to Photos and shoot with your iPhone is backed up to iCloud, meaning you have access to your entire library everywhere you go, using whatever device you want. It replaces your Photo Stream, which was limited, but it may come at a price. Only 5GB comes for free, so you may want to read more across the page for more info.

## Sync pictures to every device



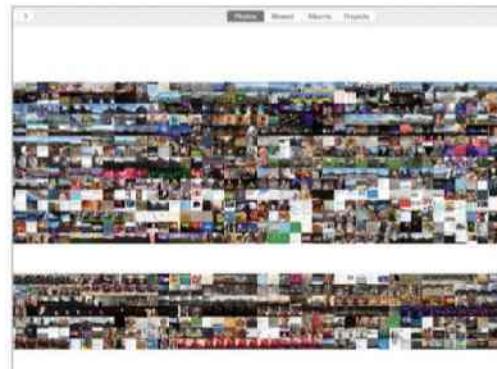
### 01: iCloud Photo Library

It's the first screen you will see when you load up Photos, and everything is heavily designed with iCloud in mind. Apple's cloud service is no longer an afterthought for users.



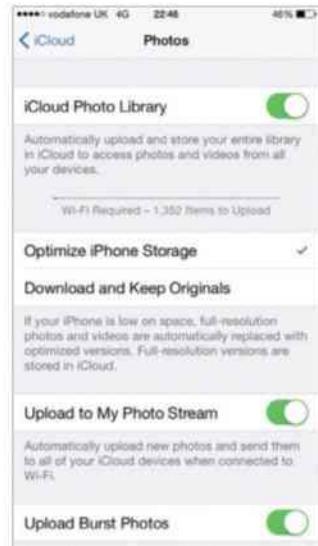
### 02: System Preferences

You can activate iCloud Photo Library from the screen in Step 1 or head to your iCloud settings in System Preferences and make sure the relevant box is ticked.



### 03: Your new library

In a matter of minutes your new iCloud-friendly Photos library is ready to go, populated with all your images. If you've used the iOS app, you'll be instantly familiar with the layout.



### Faces

If you've spent hours using iPhoto's face detection technology, you'll be pleased to know that all that information is copied across and ready to use again in Photos

### iPhoto Events

Everything you imported into iPhoto was put into events, which you can access in Photos under the My Albums header. They'll be plenty of them here

### Albums

All your albums are there too, with the correct title and symbolised by the Key Photo you selected previously in iPhoto. Double-click any to view the contents

### Action menu

This menu should be familiar enough. If you want to start a new album, creative project or print from Photos, select the photos and head to the plus sign

### Downgrade iCloud account

If you've overestimated just how much storage you're going to need, Apple will let you downgrade via iCloud's System Preferences menu.

# Where has my iPhoto library gone?

When you're finished importing your iPhoto library, you might be a little surprised by Photos' layout. It's not radically different, but very much inspired by its iOS counterpart. That traditional iPhoto sidebar,

the one where you found virtually everything, is no more.

All your photos, albums and projects live across four tabs at the top. From these you can access everything from your iPhoto library, including

Events, Faces, Keywords, Panoramas and Videos. The only thing missing is iPhoto's rating system, which has been replaced by a favouriting feature in Photos. This allows you to highlight memorable moments to revisit quickly.

## Manage your iCloud storage

iCloud storage is a sensitive subject, especially to those with huge picture libraries. The good news is 5GB is completely free, but even someone with 1,000 photos on their iPhone is going to struggle. Thankfully, Apple's pricing structure is pretty fair, starting at just £0.79/\$0.99 a month for 20GB.

“5GB is completely free”



### 01: iCloud preferences

Head to your Mac's System Preferences and select iCloud. Select Photos and click Manage. You're taken to an overview screen, detailing your exact usage.



### 02: Change your plan

With that in mind it might be necessary to buy more cloud storage. To do so, hit Change Storage Plan in the top-right and select an appropriate payment option.

# Get creative on your Mac

## Inside Photos' editing menu

Understand your options for getting picture-perfect images

**Zoom**  
Photos is compatible with all the usual trackpad gestures, such as pinch to zoom. You can do it manually in the top-left corner to get up close with your preview

**Decimal places**  
Just because you're moving the sliders doesn't mean you can't make really precise edits. Saturation, Contrast and Cast effects can be tweaked to decimal places

**Add**  
There are plenty of hidden editing tools in Photos. If you hit the Add option you can customise which tools appear. There's a list of advanced tools waiting for you

**Auto Enhance**  
The one-stop option for quickly boosting colour and saturation, Auto Enhance is perfect if you're short on time or have no intention of making further tweaks

**White Balance**  
Subjects or backgrounds appearing with a pesky blue tint? Photos can fix white balance issues; a real coup for any image editor. Who needs Aperture?

**Is Photos as powerful as Aperture?**  
Photos is a lot more powerful than iPhoto ever was, but it is lacking some pro-level tools that Aperture fans will miss.

## Remove unwanted elements

You think you've taken the perfect picture. Then you realise that a stray bird has crept into the corner and ruined everything. Or there's been a light leak and your picture has green spots. You may not think of Photos as a complex enough image editor to remove such things, but its Retouch tool in the Adjust menu has the power to hide unwanted artefacts in a soft blur of pixels. Here we'll show you how to do it in three straightforward steps.



### 01: Select brush size

In the Retouch menu, change the size of the brush you're making adjustments with. Match against the image with the size preview.



### 02: Scrub away

Now you can scrub across unwanted elements. Click and drag with the brush and watch the artefact disappear before your eyes.



### 03: Confirm

Check you're happy. We found a green light leak, too, so changed the size of the brush and zoomed in close to delete. Press Done.

# Make fine adjustments



Editing your favourite pictures in Photos is more intuitive than ever thanks to the new timeline sliders, which offer precise adjustments and real-time previews. All you need to do is select an image and click Edit in the top-right. In the next four steps we'll walk you through the most common adjustments you can make, showing you just how powerful these tools are.

## Transform your picture



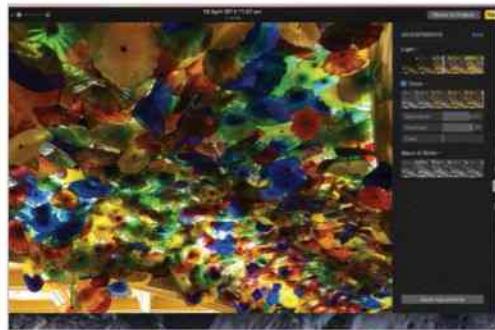
### 01: Light

Unless you're snapping with a high-end DSLR and appropriate lens, you're not always going to get the lighting right. This is where Photos' Light adjustment tool comes into its own.



### 03: Precise

You're not just limited to moving the slider left and right, either. When you move the slider, the Saturation, Contrast and Cast menus also change. You can tweak them separately.



### 02: Color

If you can't get enough natural light into a shot, colours will appear gloomy and washed out. Open up the offending image in Edit's Adjust menu and move the Color slider right.



### 04: Black & White

A traditional but striking way of making a picture pop is to erase all colour from it. You can play around with the blacks and greys until you get the right balance and effect.

## Applying a filter in Photos

While making finer adjustments to colour and light can be rewarding, sometimes applying a simple filter can be just as impressive. As you'd expect, Photos makes it easy to apply a filter, and you'll be pleased to know the quality is outstanding.



### 01: Pick and choose

With an image selected, head to the Edit menu. All your editing options are displayed along the right-hand side. Ignore the others for the time being and select the Filters icon, symbolised by three overlapping circles.



### 02: Select a filter

Now you're taken to the Filter menu and presented with thumbnails of nine choices. They range from black-and-white filters all the way to vintage sun bleached ones. Experiment using the live preview screen.



### 03: Press Done

When you're happy with the filter you've laid over your image, hit Done in the top-right corner. You'll see it now back in Photos' library in all its glory. Decided you don't like it? Photos lets you Revert to Original at any time.

## Crop your image

Getting the perfect composition isn't always manageable. When you're pointing and shooting, you're not always using guidelines, meaning images can look wonky. Luckily, Photos has a brilliant Crop tool and a super-powerful Auto button that's well worth a look.



### 01: Select Crop

Select your image and click on the Crop tool. The image gets loaded up in the preview screen with a compass-style semi circle.



### 02: Change angle

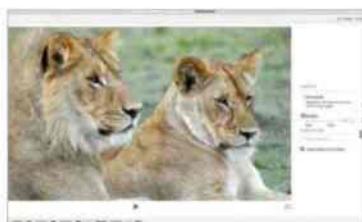
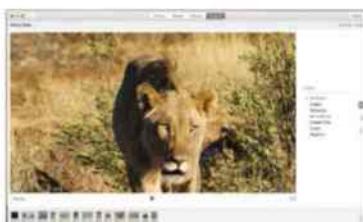
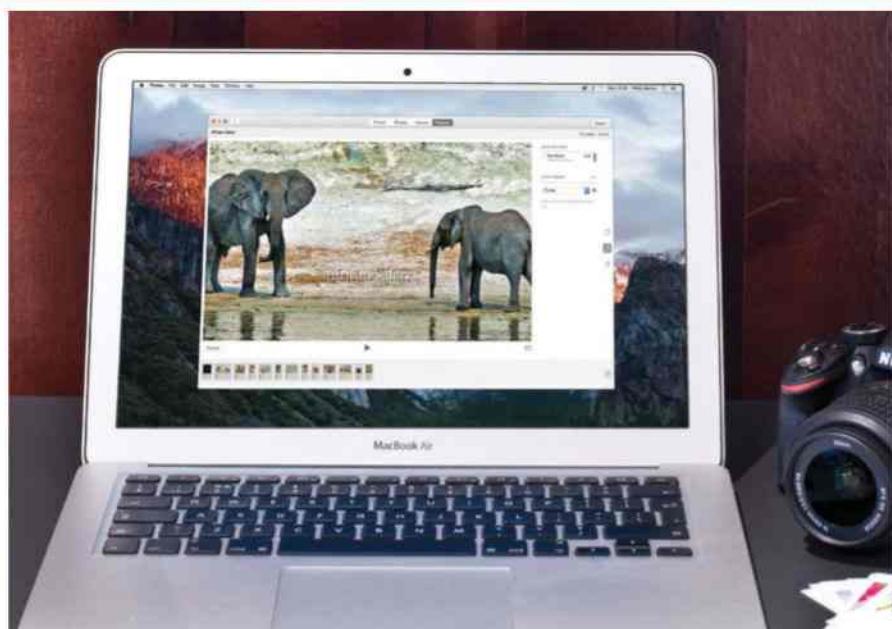
Click and drag on the compass points until you reach what you think is right. Photos gives you a suggestion via a tiny blue point.

# Get creative on your Mac

## Get creative with Photos

Photos projects let you create something you're proud to share

So we've shown how to import your iPhoto library, set up iCloud Photo Library and edit all your images. But there's no point having all these amazing pictures sitting in Photos gathering digital dust. Photos, just like iPhoto, provides you with a set of creative projects to get your teeth into, ranging from a photo slideshow to creating a photo book, card or calendar. Photos has plenty of built-in templates for you to get inspiration from, but there are a plethora of customisation options too. Let's take a look.



### 01: Select images

To select multiple images, Cmd+click, head to the plus icon and choose Slideshow. Pick an appropriate theme from the list.

#### Design a greetings card

It doesn't take much thought and effort to whizz down the supermarket and pick up a card for a special occasion. Designing your own, however, adds a much more personal touch. It's bound to go down well. You can even get Apple to deliver it for you (there are delivery charges) or you can print it yourself for free.



### 01: Place images

Place your images into the relevant boxes. Once images are in place you can move them. Experiment with different images in different months.



### 01: Greetings

With your photos imported, select one of Photos' templates and drag-and-drop images from the bottom panel into the placeholders. Add some text.



### 02: Edit images

If you haven't edited the clips before, you get the chance to use one of Photos' nine filters. With an image selected, the option box appears.



### 03: Printing

If you've got some good-quality paper you can print the card yourself, instead of relying on Apple. Make sure you choose the right Print settings first.

#### Turn your photos into a Calendar

This is a project that could take a bit of time, but you'll be glad you put the effort in. Photos gives you plenty of customising options, making it easy to get the look you're after. You can also include plenty of extra information, such as bank holidays and birthdays. Head to the plus sign to get started.



### 01: Add date entries

You can add extra entries to your calendar, such as Facebook Events and contacts' birthdays, and show national bank holidays.



### 02: Checkout

For a professional touch you'll want to get a calendar printed and delivered by Apple. Before you check out, give your calendar a good proofread.

# Create your own Photo Book

Build beautiful custom books to give to those you love as the ultimate gift



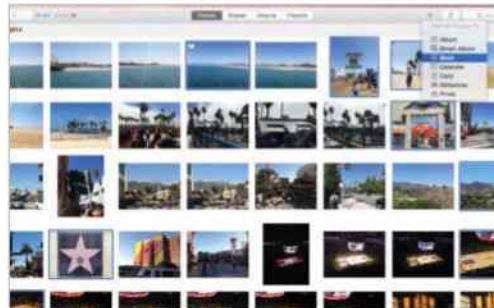
The ability to build, design and order a stunning Photo Book is one of the best features in iPhoto's Create menu.

Thankfully Photos contains the exact same option. When you spend a bit of time carefully selecting the right pictures to choose, writing some personal text and customising each page with image filters, the end result can be something to be immensely proud of. If you've been on a special holiday, travelled the world for a year, maybe got married, and wondered what to do with all those treasured pictures you've collected, a Photo Book created in Photos can be a great product to own. It'll sit there on your coffee table as a wonderful reminder of fun times. Obviously, you can create a similar book with an online company, but Photos makes the process really enjoyable, and features fresh new designs and a series of streamlined tools. You can even add full-bleed two-page spreads, and include your own captions, maps and much more.

## Can I add pages to my book?

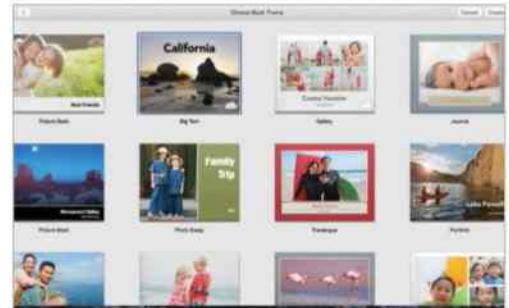
You certainly can. Apple makes building your own book a very personal experience; it's not a rigid process by any stretch of the imagination. There's an Add Page option in the top toolbar.

## Design a Photo Book



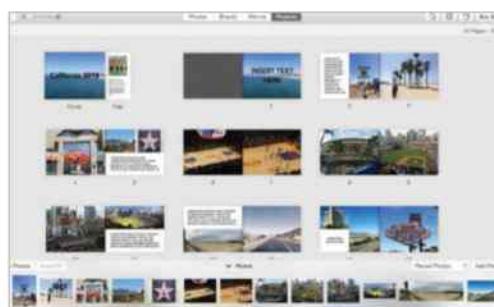
### 01: Be picky

This is a special gift you're creating so you'll want to be selective with the pictures you're choosing. Trawl through your albums and pick the very best. Go to the + and select Book.



### 02: Choose theme

Photos will do a lot of the leg work for you. There are a multitude of themes for your book to choose from. Take a look at the preview thumbnails and click Create Book.



### 03: Lay out

Photos will automatically lay out your book in order of what was imported first. Don't worry though, you can change things around as you wish – this is your book so get tweaking.



### 04: Tweak away

When you're set with the page order, take a look at the individual tweaks you can make to each image in your book. You can even use a filter. Click Buy Book to start checking out.

## How to share your images from Photos

Photos makes it easier to share your favourite photos. The Share menu lives in Photos' top toolbar, where you can share to iCloud Photo Sharing (a Shared Photo Stream replacement) and use AirDrop. All the usual social networks are there and you can even customise your share sheet with third-party extensions.



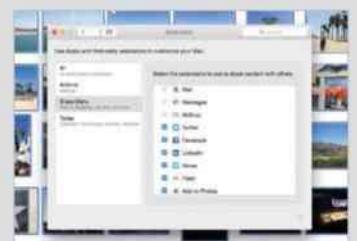
### 01: iCloud

Shared Photo Streams are no longer, but you can share albums over the cloud through iCloud Photo Sharing. It works just the same; add a contact and they'll receive a notification to accept.



### 02: Get social

Your Facebook and Twitter accounts are baked into OS X, so sharing to these social networks is as easy as it gets. There's no need to load a different app; just use the share sheet that appears in Photos.



### 03: Extensions

Photos supports third-party extensions, giving your sharing options a real boost. From the Share menu, hit the three-dot icon to be taken to System Preferences where you can customise your options.

# Get creative on your Mac

## Move your iPhoto library into Photos

Import your complete image library into Apple's new photo-storing app



The Photos app will spark a new generation of photo organising and editing for Mac users. Although many have questioned Photos replacing both iPhoto and Aperture, the process of importing all your images across isn't a difficult one.

Not only is this import process easy, all your attached image data will also transfer across. That

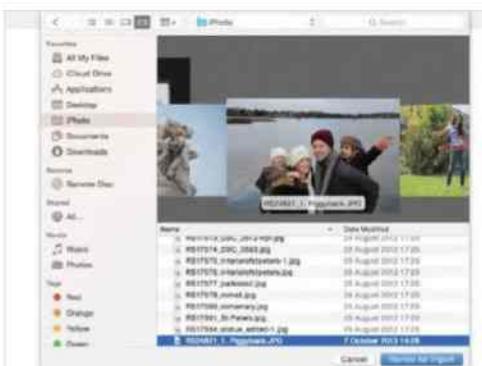
means all your tagged faces, camera details and descriptions will import without any issues. Anything that is missing can be quickly added and any gaps filled in.

Once you've then imported your image library across, you're set to begin exploring some of the fantastic new organisational and editing tools readily available in the Photos app.



“Begin exploring some of the fantastic new organisational and editing tools”

### Photos Import image library into Photos



#### 01: Select and review

Choose the Import Library option from the Photos app main menu and drag the iPhoto Library icon directly across into the app. Review the images and then confirm to begin.



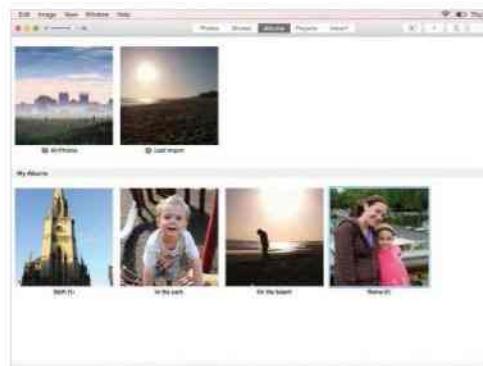
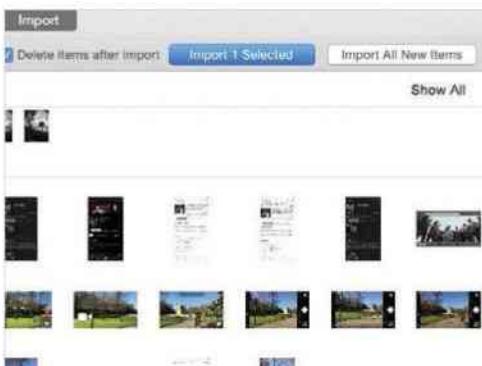
#### 02: Import progress

Follow the bar at the top of the app to see how things are progressing. You can also open the Notifications menu to see how many images have been moved across.



#### 03: Import from iPhone

Connect your iPhone to your Mac and select the Import icon at the top of the Photos app. Select the photos you want to import and confirm the action on this menu.

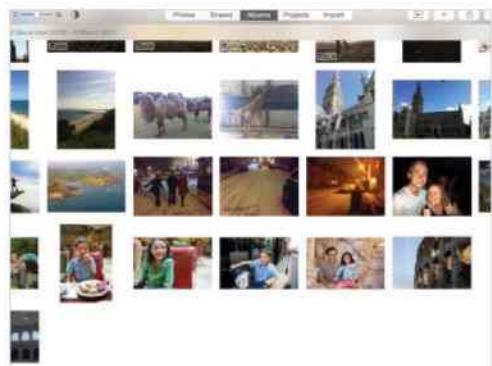


#### 04: Delete afterwards

As an added bonus, enable the Delete After Import option and the app will delete any photo from your phone that ends up being imported. A great tip to save storage space.

#### 05: Album view

After the import you'll want to go through and make sure that your albums have all been kept in the correct place. Head to the Albums tab to check that they're all labelled correctly.



#### 06: Add key photo

Open any album in question, right-click on a photo and select Add Key Photo. This will make the chosen image the thumbnail for the entire album going forward.

# Navigate Photos

Learn how to move between photos and albums

## Album view

Use the tabs at the top of the app to navigate between the different areas of the Photos app. The Album view will give you a full overview of any imported images

## Recent history

Another plus of using the Album view is that you can check the images you've most recently imported across to Photos, as well as track your import progress at all times

# Add image data

One of the best things when importing from iPhoto to Photos is that nearly all the attached image data will also transfer across. Although your ratings will be missing (Photos has moved onto the Favorites system favoured in iOS), if you've imported correctly, all the faces, descriptions and other details will make it across, no problem. Even edits made in iPhoto will live to see Photos. However, if you want to add extra data and double-check that everything has been correctly added, use the following steps.



## 01: Get info

Right-click on any image and select the Get Info option from the panel that appears. You'll now be able to see a list of the faces tagged, the camera used and other important details concerning the image now stored in Photos.



## 02: Add data manually

It's a simple case of clicking and typing to add any additional data that you want manually. On the rare occasion that a face hasn't been added, just press the big + icon and add the Faces data to the image.

## IMPORTING FROM APERTURE

If you're an avid user of the Aperture app, then the process of importing your library across is ridiculously easy. Use the first few steps of this tutorial and instead of iPhoto, simply move the Aperture Library icon across to the new app. Please note that if you've heavily edited your images, then it can take a while for all images to correctly import.

## Import from iPhone

If you've connected your iPhone to your Mac, the Import option will be the place to head to. All of your stored iPhone images will be listed here to transfer across

## Manual import

Alternatively, to manually import images, press on the File tab and then select Import from the list. Now select the images you want to import and confirm



## Create a Side by Side clip in iMovie

Play multiple clips onscreen at the same time by modifying iMovie's Video Overlay settings



One way to make a stimulating video sequence is to play multiple clips simultaneously, courtesy of iMovie's Side by Side video overlay setting. This enables you to share a montage of clips in a more interesting way than by simply cutting from one shot to the next.

The Side by Side command is perfect for creating slick title sequences, or for enhancing dramas by

showing the action unfold from different camera angles. Here, we'll demonstrate how to modify the Side by Side command to make clips slide in and out as they share the screen. You'll also learn how to swap the position of clips so that you can see the appropriate half of each inserted shot.

For further guidance, you can download files to use in the tutorial online by going to <http://www.filesilo.co.uk/bks-857>.

"Enhance drama by showing the action unfold"



### iMovie Create a side-by-side sequence



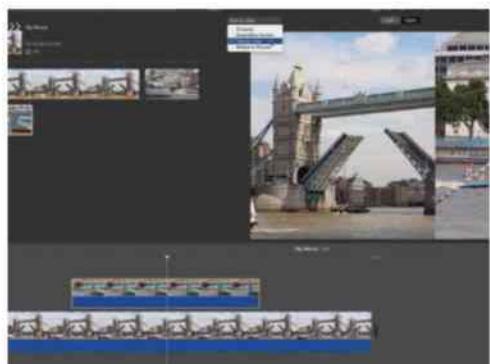
#### 01: Create new event

Go to File>New Event. Label this 'Side by Side'. Click Import Media. Browse to our source clips and select. Set the Import menu to Side by Side. Click Import.



#### 02: Add a cutaway

Double click the 'Bridge' clip and drag it to the Timeline. Double click 'Insert01' and drag that to the Timeline. It will automatically appear as a cutaway.



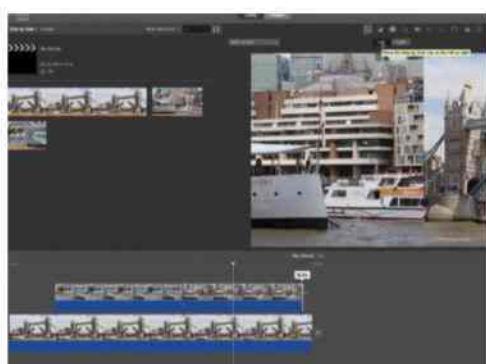
#### 03: Choose Side by Side

Set the Cutaway drop-down menu to Side by Side. Click the Right button to place the inserted clip to the right of the frame. This suits its composition.



#### 04: Make smooth transitions

Play the sequence. The two clips jump into position. Set Slide to one second. Now it slides smoothly into position as they share the screen.



#### 05: Add second clip

Trim three seconds from the end of 'Insert01'. Add 'Insert02' as a second side-by-side clip. Trim two seconds from the end. Click the Left button.



#### 06: Make it slide

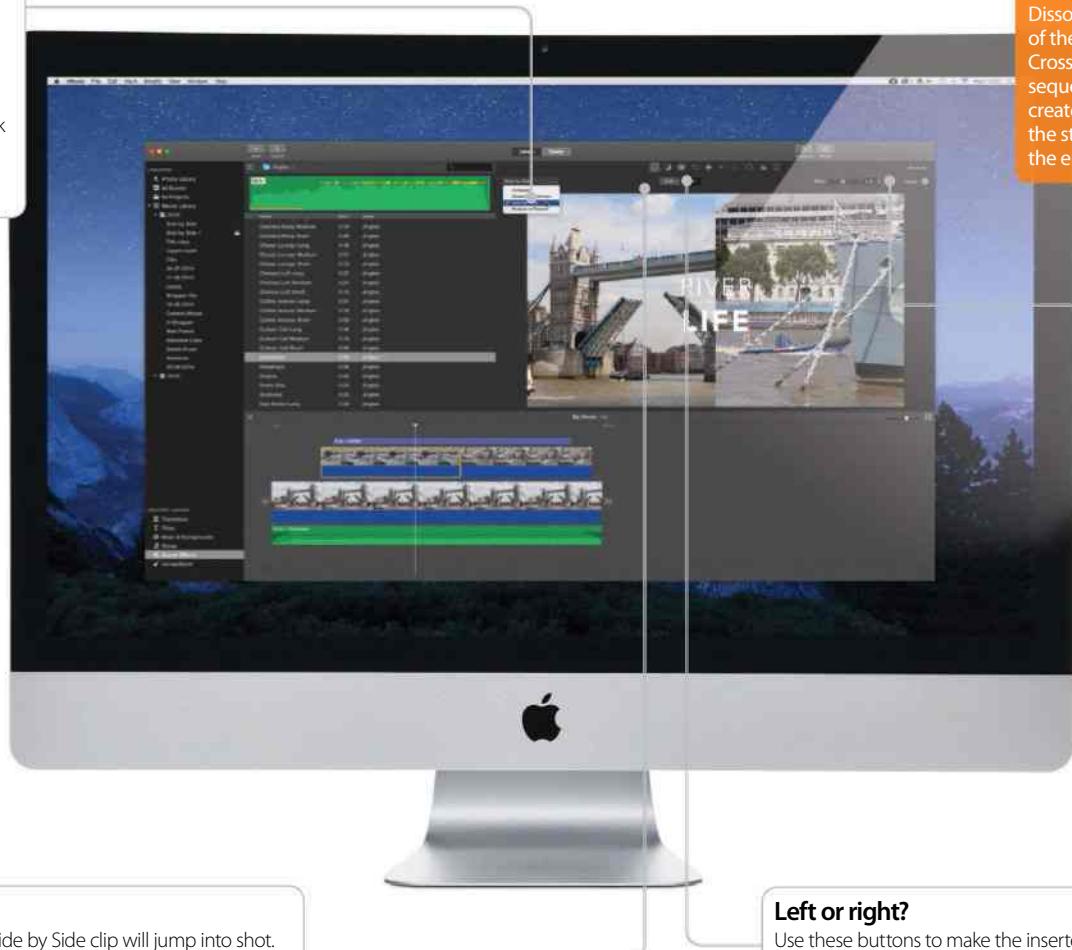
Set 'Insert02' clip's Slide value to one second. Play the sequence. The two inserted clips slide in and out as the background sequence plays.

# Top dictation tips

Get more from one of OS X's latest features

## Side by Side

By default the inserted clip on the top layer of the Timeline will replace the clip on the layer below as a cutaway. Click here to change it to a Side by Side clip that will share the screen



## Slide in

By default the inserted Side by Side clip will jump into shot. Increase the Slide value to make both the inserted and background clips slide smoothly into each half of the screen

## FADE IN AND OUT

To get your side-by-side sequence to fade up from black at the start and down to black at the end, go to the Content Library panel and click Transitions. Drag the Cross Dissolve transition to the start of the sequence. Drag another Cross Dissolve to the end of the sequence. This transition will create a fade up from black at the start and a fade to black at the end.

## Video overlay

To make overlapping clips run side by side onscreen simultaneously, you need to first access the Video Overlay Settings in the Adjustments Bar

## Left or right?

Use these buttons to make the inserted clip on the top layer appear at the left or right of the screen. This helps you to keep important detail onscreen when the inserted shot is cut in half



## 07: Add a title

Click the Titles browser and drag the Line title onto the Timeline. Position the title and adjust its duration so it appears over the inserted clips.

## 08: Modify the text

Modify the placeholder text to read 'River Life'. Double click on the 'Life' text field and click the B icon to make it bolder. This text adds an extra layer.

## 09: Add music

Click the Sound Effects browser and go to Jingles. Drag a track into the Timeline. Trim the end of the jingle to finish as the title sequences does.

# Get creative on your Mac

## Master iMovie's editing timeline

Take control of your movies with these tips and tricks for getting more from the timeline

 Many of the features of the timeline changed with the latest release of iMovie. For a start, by default the timeline moved from the top-left of the interface to the bottom of the screen, making it similar to the design of Final Cut Pro X. However, there have been other changes and some new features that can help you edit movies more easily.

Support for iPhone's slow-motion video is now built directly into the timeline, and with customising tools you'll have an interface that's perfect for your

workflow. Whether you're a newcomer to the app or you have some experience of creating great home movies, we've got the tips and tricks you need to get started with iMovie.

**“You'll be editing amazing creations in no time”**



### iMovie Take control of the timeline



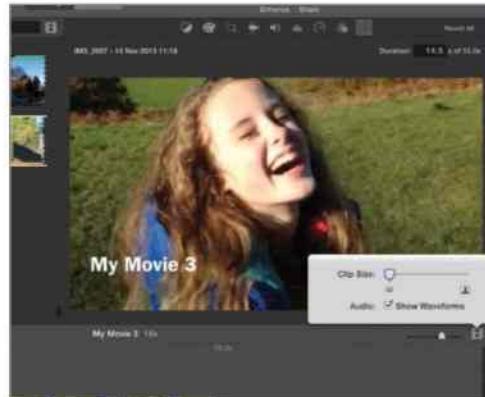
#### 01: Add clips

Open or create a new project and the timeline will appear at the bottom. Drag and drop video clips into it from the Events Browser in the top-left.



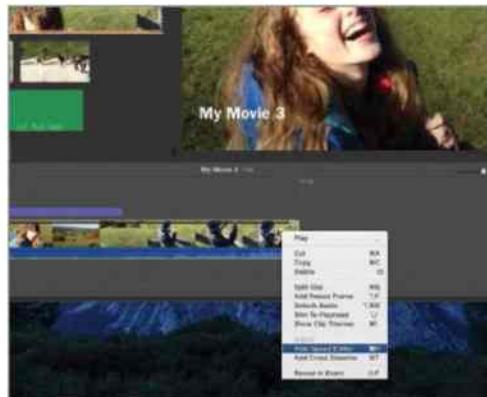
#### 02: Expand your view

Use the slider in the top-right to adjust the length of the timeline. You can also use a trackpad like those found on MacBooks to adjust this with a pinch.



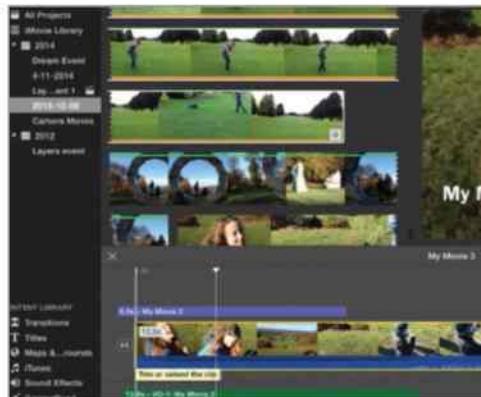
#### 03: View audio waveforms

Click the icon next to the zoom slider and you'll be able to show the audio waveforms for each clip, you can pick out speech or reduce the volume.



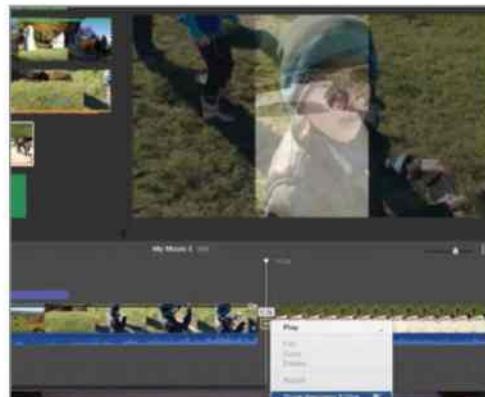
#### 04: Slow clips down

Clips recorded in slow-motion will offer controls for adjusting the speed inside the timeline. Access these for other clips by right-clicking.



#### 05: Clip Trimmer

Double-click on a clip and the Trimmer will open. This enables you to closely control the length of your clips; just drag the sliders or the clip to adjust.



#### 06: Precision Editor

Double-click on the space between two clips or right-click on a transition and then select Show Precision Editor to open the interface.

# Customising your view

Quick tips to help you get more from iMovie's timeline

## Wrapping Timeline

To fit more movie into your timeline at once, you can use the Wrapping Timeline. To activate it, simply click View>Wrapping Timeline. Clips no longer scroll off the right of the screen, but show over multiple lines

## Clip size

You can adjust the vertical size of a clip using the menu in the top-right corner of the timeline. Click it and use the slider to increase or decrease the size of the thumbnails in the timeline

## CLIP OR MOVIE AUDIO?

The track at the bottom of the timeline is for audio that flows throughout the clip, like music. Each clip has its own audio, but remember that you can adjust the audio levels of both, so you can hear speech from a clip over the music, or mute the clip audio to make sure the music is prominent.

## Multi-track timeline

You can drop clips over others in the timeline, and then view the two clips side-by-side, use one as a cutaway clip or with a picture-in-picture setting. This is perfect in case you would want to drop a clip in but continue the main clip's audio in the background

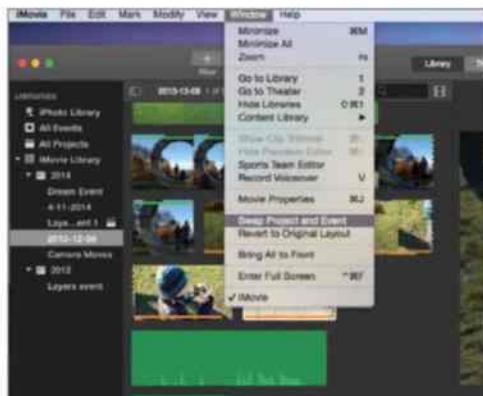
## Quick trim

To quickly trim a clip, you don't need to double-click it to open the Clip Trimmer every time. Simply grab the start or end of the clip and drag it left or right to adjust the length of the clip while maintaining its position



## 07: Editing transitions

With the Precision Editor, you can drag the two clips around to set the exact start and end point, and drag the middle control to change transition length.



## 08: Flip the timeline

If you want to revert to a more classic look, you can swap the clip viewer with the timeline by selecting Window>Swap Project and Event from the menu.



## 09: Close the timeline

When you're finished, you can click on the cross in the top-left of the timeline to close it. This is also perfect for viewing your events in a wider space.

# Get creative on your Mac

## Stack clips with iMovie's multi-track tool

Layer your video clips, audio, music and sound effects and make it easier to edit projects

 **iMovie** is a core part of your Mac's creative software. The most up-to-date version of iMovie makes so many different functions and tools available to you that you'd be hard pressed to find any limitations to what you can achieve. A huge benefit to iMovie is the ability to add multiple tracks to your timelines. Doing this enables you to stack your clips above one another, and by assigning your primary video track for your main clips, you can use the secondary track for your cutaways, which also makes editing a much faster process. iMovie also offers a series of

tools when using multiple tracks, including Green/Blue Screen, Side by Side and Picture in Picture. You can also set up multiple audio tracks. Follow along with these six simple steps to multi-tracking.

**"A huge benefit is the ability to add multiple tracks"**



## Green/Blue Screen settings

Superimposing clips in iMovie

### Apply effect

Click here to apply all of the changes that you have made using the Green/Blue screen tool. You can then edit the clip using other tools such as Enhance and colour correction

### Cropping

You can crop a clip to remove parts of the image by clicking and dragging on the corners of the clip. Use this to remove elements of a clip or image that Green/Blue Screen can't remove

### Eraser

Select this tool and then click on parts of a clip where green or blue are still showing. The eraser will remove this colour tone from all parts of the clip for you, tidying up the shot

### HOW GREEN/BLUE SCREEN WORKS

Green/Blue Screen is an approach to superimposing video on video. An actor or object is placed in front of a green or blue screen. In post-production, software is then used to identify the blue or green in an image and then remove it entirely from the shot, creating a transparent backdrop so the clip can be superimposed onto another.

### Softness

Once you've placed a clip, use the Softness bar to better remove blue or green areas. The slider can also help to soften the edges of artefacts within the layered clip

MacBook Air

# iMovie Add multiple tracks in iMovie



## 01: Side by Side

Select a clip and drag it onto the timeline. Drag the next clip to the end of the first one. iMovie will link the clips, so one will follow onto another.



## 02: Add another track

Drag another clip onto the timeline above the first clip and place it anywhere on the timeline. It will be set as a cutaway, cutting to it where it appears.



## 03: Video Overlay

Select this clip. Select Video Overlay settings above the viewer window. Click on Cutaway, select Side by Side. Use the slide dial to create a sliding transition.



## 04: Picture in Picture

In the Overlay settings menu, select 'Picture in Picture'. You can resize, reposition and add a border to the clip in the second track and add an opening.



## 05: Green/Blue screen

Import a clip that has green or blue in it. Place it above a clip. Select Green/Blue screen in Overlay settings and use Softness to remove the green.

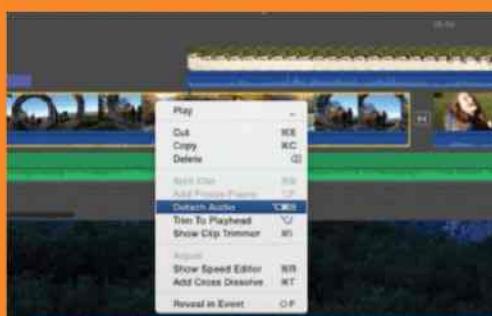


## 06: Audio layers

Apply multiple audio tracks as you would video. Use the bottom audio track as the primary one, on which you might want to place the soundtrack.

## Editing audio tracks

When it comes to editing, if you're working with multiple audio tracks then it's important that you take the time to balance out the levels between them, so that your end movie has a nice, even mix. Audio can be edited in a number of ways in iMovie – in these two short steps, you'll see how easy it is to gain control of multiple audio tracks when you're working in iMovie.



## 01: Detach audio

Right-click on any clips in your timeline that contain audio. Select Detach Audio. The clip's audio track will now be separated from the video and automatically placed in an audio layer above the other audio tracks in your timeline.



## 02: Master audio track

Once all your audio is in the timeline, select the audio track that you want to be most audibly present. Open the Adjust panel above the viewer window, click on the sound icon and select the 'Lower Volume of Other clips' option.

## Master green-screen techniques

Superimpose backgrounds underneath your footage with iMovie's Green/Blue screen editing tools



Due to the high quality of video that can now be recorded on iPads and iPhones as well as digital cameras, it's now possible to work with green/blue-screen effects in iMovie. A green/blue screen can be used to superimpose a subject or object onto a new background. This is done by shooting a subject with a green or blue backdrop behind them – often something as simple as a green sheet – and throwing light on it. iMovie can then remove all the green from the shot leaving just the subject.

You can then add whatever background you want, whether it is moving footage or still. In this tutorial you'll learn how to use iMovie's intuitive green/blue screen effect on your shots.

**"iMovie removes all the green from the shot"**



### iMovie Using green/blue screen in iMovie



#### 01: Shoot your footage

Shoot a subject or object against a green or blue screen. Try to expose and light the backdrop evenly to make removing it in iMovie easier.



#### 02: Add your clip

With a new blank project, drag a backdrop image into the timeline. Drag your green-screen footage, resting above the backdrop image.



#### 03: Overlay options

Double-click on the green-screen footage to display your video options. Click on Cutaway to display the drop-down menu. Here you'll find overlay options.



#### 04: Green/Blue screen

Select Green/Blue screen. iMovie will identify and remove bold green or blue colours, removing the background and revealing the backdrop image.

#### 05: Adjust the effect

Tap Cmd+Shift+F to view full screen. See how the subject is slightly transparent? Close full screen and adjust the Softness bar to fix.

#### 06: Erase tool

With the Erase tool you can remove colours other than green or blue. Ensure your subject is not wearing the same colours as the one you remove.

# Advanced iMovie editing

The best iMovie tools for working with green/blue screen

## Softness

Although too much softness can lead to transparency in your subject, sometimes it can be used to remove unwanted leftover pockets of green that the green/blue-screen effect wasn't able to remove



## Lighting

Notice how even the green is across the whole shot. The more continuity there is in the lighting of the green, the easier iMovie will find it to remove the green background

## OVERLAY OPTIONS

When working with multiple clips in iMovie you can use a series of overlay tools on your footage. The Side by Side option lets you place two clips next to each other, whereas Picture in Picture will insert one clip into a smaller box within another clip. The Cutaway tool simply lets you place a clip over another for you to cut away to it.

## Full screen mode

Use full screen mode to scrutinise your shot and make sure that there are no imperfections left. You can always use the Erase or Crop tool to tidy the shot up

## Cropping

The closer you can crop into your subject the better. This reduces the amount of space that iMovie needs to remove from the shot and gives you more control over the green/blue-screen shot



## 07: Cropping

If there are elements of the shot to remove, select Crop. Drag the corner pins to crop down the green screen shot, removing unwanted elements.

## 08: Check your clip

Play your clip to check consistency. Make sure there is no point where part of the subject is cut off due to the crop. Increase the cropping as necessary.

## 09: Test the effect

You can test the quality of the removal of the green by checking your footage against a black or white background to see if any green screen appears.

# Get creative on your Mac

## Adjust colour in movie clips

Correct colour problems for more attractive clips, courtesy of iMovie's colour controls

 There are many reasons why you might want to adjust a clip's colours. For starters your camera/camcorder can find it a challenge to capture a scene's true colours. Different light sources (such as natural daylight or artificial indoor light) produce different colour temperatures. This can cause outdoor footage to look too cold (blue) or indoor clips to look too warm (orange). You can set your camera to use a suitable white balance preset setting (such as a Daylight, Cloudy etc), which will cause the camera to create white-looking whites and counteract any warm or cool colour

casts. However, due to other camera presets you may find that your footage's colours look drab and desaturated. Thankfully iMovie can make these colours appear more vibrant, as you'll discover in this walkthrough tutorial.

**"iMovie can make these colours appear more vibrant"**



### Colour correction

Take control of your problem colours

#### Color Balance

Click this icon to access a host of tools designed to create a healthy white balance. Tools such as the White Balance eyedropper enable you to remove warm or cool colour casts from every frame of your footage in one click

#### Color correction

This icon gives you access to more colour adjusting tools. You can manually boost a clip's saturation strength using a slider or click the Enhance icon to let iMovie automatically attempt to improve the colour and tone

#### Non-destructive corrections

You can experiment with different colour adjustments safe in the knowledge that you can always click the Reset button and restore the clip to its original state

#### Temperature

If a shot is too cold and suffers from a blue colour cast, drag this slider to the right to create tint-free colours. If it looks too warm (orange) then drag the slider to the left to cool things down

#### PICTURE STYLES

By taking control over your camera or camcorder, you can modify colour in-camera, which saves you adjusting colour using iMovie's post-production tools. Choose a white balance preset that suits the scene (such as Tungsten for indoor lighting). You can also choose picture styles such as Vibrant, which will produce clips with strongly saturated colours.



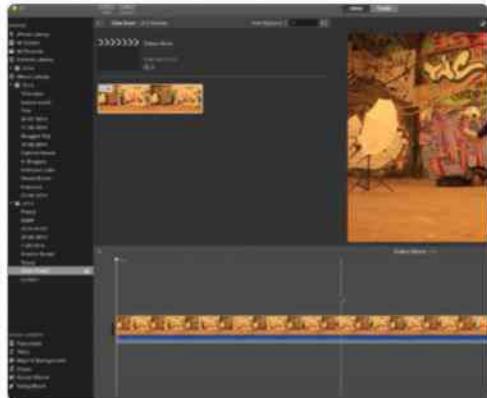
# iMovie

## Correct and improve colours



### 01: Create an event

Go to File>New Event. Label it 'Colour Event'. Go to File>New Movie. In the Create window choose No Theme. Click Create. Name it 'Colour Movie', click OK.



### 02: Import a warm clip

A new Project icon appears, and an empty Timeline. Click the Import Media button and browse to a source clip. In our example our clip looks too warm.



### 03: Get the balance right

Click the Color Balance icon above. There's the option to click on the Skin Tone Balance or the White Balance buttons. The latter is more precise.



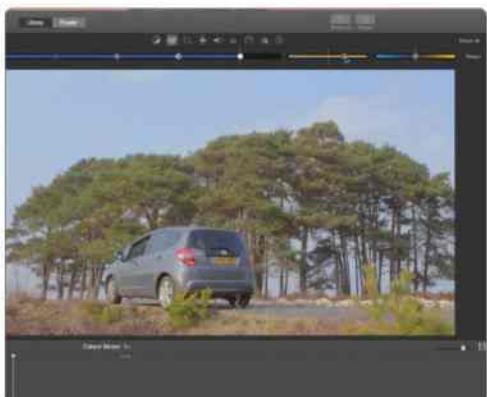
### 04: Cool it down

Click the eyedropper on an object that should be a neutral white. If the area is too warm, the tool cools it down, creating more natural colours everywhere.



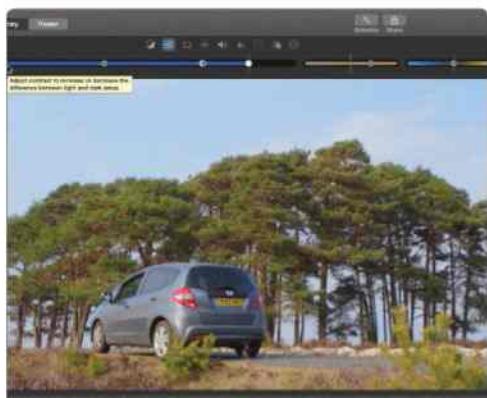
### 05: Weak colours

You can set some cameras to use a neutral picture style that produces drab colours. This allows you to decide how vibrant the colours will look.



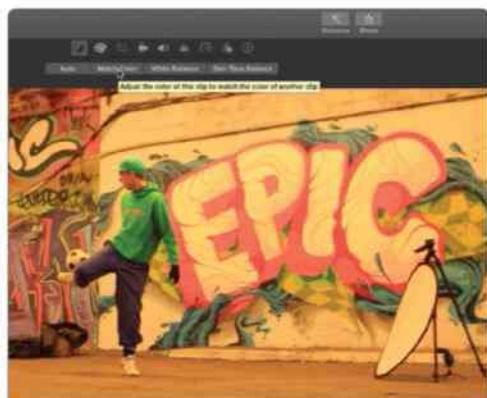
### 06: Boost saturation

To manually boost the strength of a clip's colours, click the Color Correction icon above. Drag the Saturation slider to boost the colours' vibrancy.



### 07: Tweak tones

Brightening up underexposed areas can reveal drab colours, so a boost in saturation is a good plan. A contrast boost can create more vibrant colours, too.



### 08: Match Color

A series of clips with an inconsistent colour balance won't cut together in the Timeline. Click the Color Balance icon and then click Match Color.



### 09: Consistent white balance

Use the Eyedropper tool to click on the corrected clip. Click to make the problem clip match the selected frame's healthier colours and tones.

# Get creative on your Mac

## Create your own loops in GarageBand

Broaden GarageBand's fruitful loops library with your own creations



GarageBand is a loop-based audio editor by definition. It simplifies the process of composition and digital music arrangement by building up tracks in this way. Smaller modular regions of audio are replicated as 'loops' over defined bars based on tempo and time signature. The suite includes preset drum, bass, piano and many more loops – ideal for creating tracks rapidly.

However, as you progress and lay on real audio recordings and input MIDI-based software instruments, you'll inevitably form your own. Luckily, GarageBand makes this so easy you might not realise it, but there are best practice techniques.

We'll go through those here, from identifying suitable regions to cutting them down to size and expanding. To finish, we'll look at adding new loops to your library for repeated use.



### Identify essential loop areas and tools

Where to look on the GarageBand interface when creating loops

**LOOP DESCRIPTORS**  
GarageBand tags your loop with the key and tempo defined by the source project. However, the 'Add loop to library' dialog does let you recommend how strictly this should be adhered to. Saved loops will adjust to match the target tempo and pitch whereas 'one-shot' examples remain fixed. Versatility will vary here, especially with real audio loops over software/MIDI equivalents.

**Track Editor**  
GarageBand's Track Editor lets you get closer to a selected region to facilitate fine edits. In looping terms this is likely to mean administering cuts or splices, isolating the audio comprising the loop

**Loop Library/Browser**  
The Loop Library is where your stored loops will reside, alongside those preformed and provided by GarageBand. You can tag your loops with a multitude of data for sorting and categorisation

**Tempo and metronome**  
Project tempo and timing is crucial when creating loops, so they match accurately. Using the metronome is a good idea here, along with a strict rhythm track as a guide for performance and looping

**Cycle mode**  
This yellow marker is turned on and dragged to envelop a vertical region of your project. Fundamental to creating loops, it enables you to identify regions that will loop and where to cut before editing

# GarageBand

Create your own loops



## 01: Ready your project

Loop creation begins with an existing project. Use your own or our 'Loops\_Start' project, but preferably you'll have at least two tracks, one being real audio.



## 02: Tighten up timing

Before creating loops, you'll probably want to ensure your tracks are in time. Here we've set the drums as our Groove Track, matching our real audio track to it.



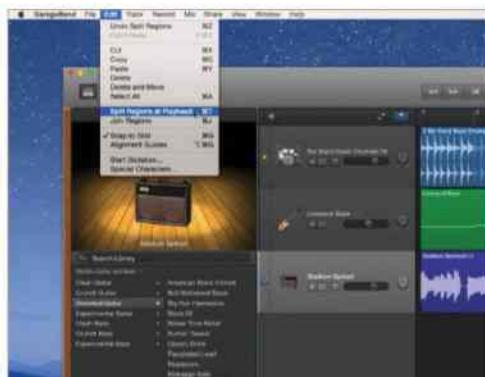
## 03: The Cycle mode

Toggle on the Cycle mode with the button in the top control bar. A yellow cycle bar appears in the ruler below. Drag into position to plot the loop region.



## 04: Seamless loop

Drag the yellow cycle marker along the ruler, until you cover a region. Play to preview and adjust until you find a perfect looping region.



## 05: Cutting it out

Stop playback and move the playhead to the start. Select Edit>Split Regions at Playhead or Cmd+T to cut the start point, before moving to the end to repeat.



## 06: Dragging out to loop

Move the extracted region into position and hover over the top-right corner. A looping cursor enables you to drag the loop out over a desired duration.



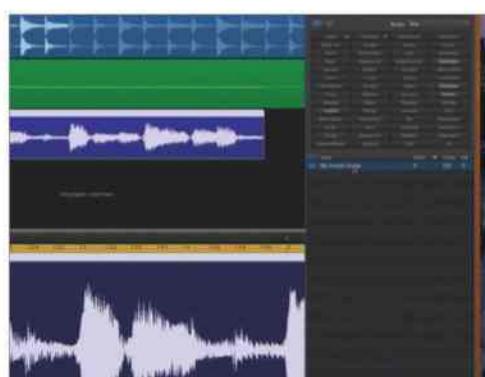
## 07: Adding loop to Library

With your loop region selected, choose Add Region to Loop Library from the File menu. Add a description for the loop before saving to library.



## 08: Add Region dialog

New loops must be given a unique name, a type, scale criteria, genre and description. Fill these in as desired before clicking the Create button to commit and save.



## 09: Browse the Library

Open the Loops browser panel and search or filter for your saved loop. It appears below for quick preview and can be dragged from the library into any project.

# Get creative on your Mac

## Use Drummer to add more natural beats

Produce more organic percussion via the roster of virtual stick twirlers in GarageBand



As you progress with GarageBand and your compositions become more ambitious, you'll hit a wall. This tends to happen most around drums because this is the hardest real instrumentation to capture. You need a big expensive kit and a seriously good microphone setup to get natural beats, when loops won't cut it anymore. Help is at hand, though, as Apple has introduced a dedicated feature to assist here, known simply as Drummer. Taken from sister music-maker Logic, composers will find a collection of 18 session

player 'characters' across four popular genres. Each is fully customisable and accepts direction to fit your style, resulting in a much more dynamic and 'human' feel. Learn more online by following this URL: <http://www.filesilo.co.uk/bks-857>.

"Get a perfect kick start with Drummer!"



## From dumb to Drummer

Wise up to the percussive possibilities that await you

### Library

Drums and the 'SoCal' variety are applied to a new Drummer track, although you can switch this within the Library panel to the left. What's more you can even switch to other instruments like Piano!

### Genre and Drummer

The genre pop-up menu provides access to the four general styles, so if you only see one you will need to download the rest. Below this is the Drummer overview showing the selected character

### Drummer track

The Drummer track is a special track type. Generated based on your Drummer preferences, it can't be edited in the same way as audio (blue) or MIDI (green) tracks but you can tweak Smart Controls

### Drummer Editor

The Drummer Editor is active when the Drummer track is selected, allowing you to switch presets, tailor patterns with the X/Y pad and vary the instrumentation along with how fills/timings are used



### BANG FOR YOUR BUCK

Drummer starts out pretty limited with only one 'character' available, called Kyle. More influenced by modern rock, he's versatile enough for most initial applications and does provide a good sense of what Drummer is about. Previously the Additional Content in-app purchase of £2.99/\$4.99, now free, was required to unlock the full 18 spanning styles including Rock, Alternative, Songwriter and R&B.

# GarageBand

Add more human beats with Drummer



## 01: Add Drummer track

To start, add a yellow Drummer track - the fourth option from the New Tracks menu. You can have only one per project, or the option is ghosted out.



## 04: Accompanying tracks

Drummer works off other track recordings to be most effective. In our sample, we have bass, guitar, synth tracks and the default Kyle track.



## 07: The X/Y pad

This bi-directional pad lets you tweak presets to control how soft/loud or simple/complex the pattern plays, changing the Drummer track.



## 02: Download Drummers

With a Drummer track selected, click on 'Kyle' the default player. Roll over another Drummer and if it says Download you must install a 5.0GB add-on.



## 05: Presets and Follow

Choose a preset pattern - we picked Mixtape. In the Drummer Editor, check Follow and pick Stinger Bass to lock the beat to the bassline.



## 03: Pattern presets

With them all installed, you can switch Drummers within four genres. Each has some preset patterns to flick through. Preview the track with Space.



## 06: Using the kit

Switching the Follow track changes the timing. Use the kit diagram to isolate drum or percussion and use the sliders to dictate the amount used.



## 09: Divide and rule

By editing Drummer regions individually you get more human sequences that adhere to different rules – patterns, drum use, fills and timings.



## 08: Fills and timing

You can use the Fills dial to increase the amount of intricate parts. The Swing control and the 8th/16th toggles affect timing and groove.

# Work with your Mac

Learn how to make the most of productivity apps to work smarter – either at home or in the office



**152** Master the new features in Notes  
Jot down information and store details

**154** Keep your contacts in an address book  
Keep your contact info all filed away

**156** Use Siri-style Dictation in any app  
Speak what's on your mind to save precious typing time

**158** Build documents with Pages  
Create CVs, reports, posters and more

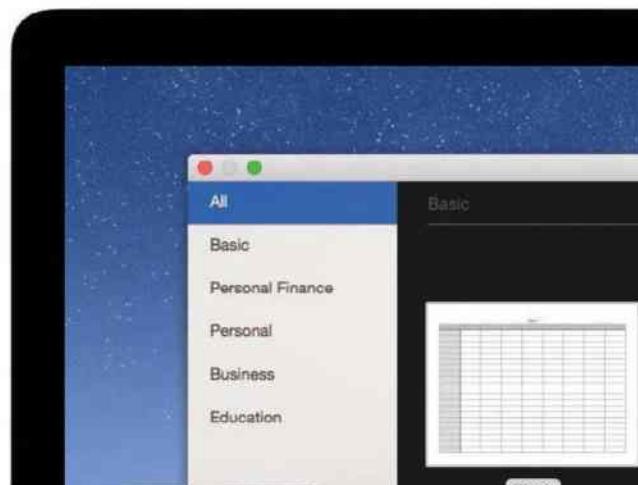
**160** Create and save a custom template  
Make your own template to use in Pages

**162** Create a spreadsheet in Numbers  
Spreadsheets become exciting with Numbers

**164** Visualise data in Numbers  
Convert your spreadsheets into graphs

**166** Keep notes to help you present  
Make the most of Keynote's presentation tools

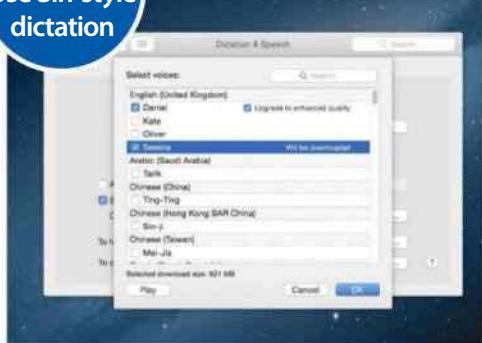
"Create visually exciting publications like flyers, posters, newsletters, brochures and more"



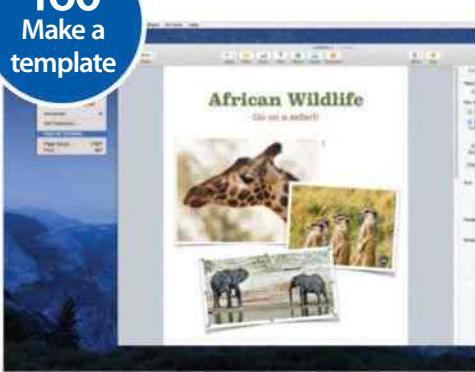
**164**  
Spice up your data with amazing charts



**156**  
Use Siri-style  
dictation



**160**  
Make a  
template



**166**  
Use notes in  
Keynote



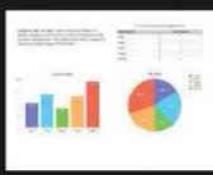
Choose a Template



Checklist



Checklist Total



Charting Basics



Personal Savings



Net Worth



Retirement Savings

## Master the new features in Notes

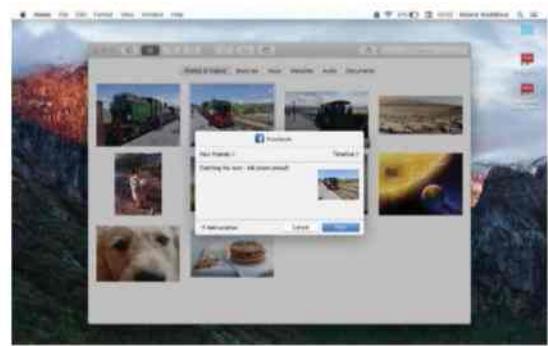
Improve and expand your note-taking options with plenty of brand new features in the OS X El Capitan update

 Apple has spent a fair bit of time building a new Notes app that has a slightly different design but lots of new features. It is better than ever and certainly much more useful. Among the new features is support for almost every type of file and content you might want to store in a note. For example, you can add photos, videos, audio, maps, web links,

sketches, PDFs and so on. When you click the Share button in an app you now have the option to store the content in a note.

Many apps have sharing facilities and we look at a couple in the step-by-step guide. There are others and it makes it easy for you to build notes and store items that you need for a work or personal project.

“You can add photos, videos, audio, maps, web links, sketches and so on”



### A guided tour of what's new

Take advantage of the new features on offer



**Attachment browser**  
Files attached to notes can be seen within the notes, but if you want to browse all the attachments of all notes, click this toolbar button. It gives an overview of attachments

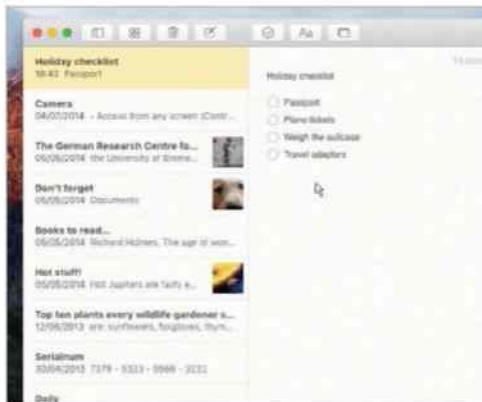
**Photos and videos**  
Click the last button in the first set of toolbar buttons to open this panel. It enables you to browse your photos and videos and drag and drop them into new or existing notes

**View attachments**  
Attachments can be clicked. This one is a video clip and clicking it plays the video in a window. Clicking a document would open it in its associated app, such as Pages or Numbers

**Checklists**  
It might look a bit like a clock, but this is the checklist button – a circle with a tick. Click it to add checklists to notes, such as shopping lists, to-do items or tasks to complete

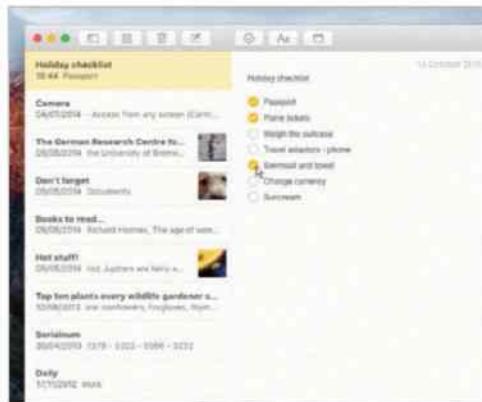
**Syncing notes**  
Notes works with iCloud and this means that it is available on other Macs and iOS devices that connect to iCloud. Notes created on one device or computer can be viewed and edited on another. This feature must be turned on in iCloud in System Preferences. Go there and check that it is being used.

# Notes Test out the new options



## 01: Add a checklist

When creating a note, click the checklist button (circle and tick) in the toolbar. Press Enter for a new item or press it twice to end the checklist.



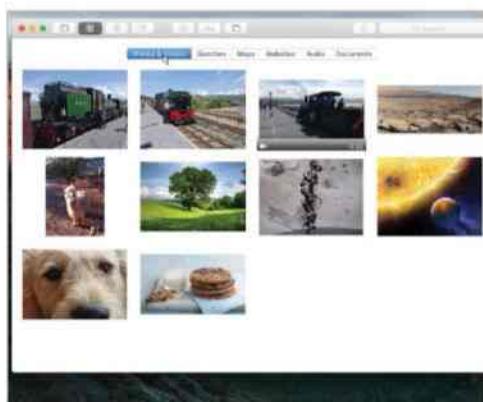
## 02: Use the checklist

A checklist is very easy to use – you just click in the circle next to each item. It is coloured in and a tick is drawn. Clear an item by clicking the yellow tick icon.



## 03: Add files

Drag files from the desktop or a Finder window to add them. Photos display in full, but some items shows a filename, such as the Word file shown here.

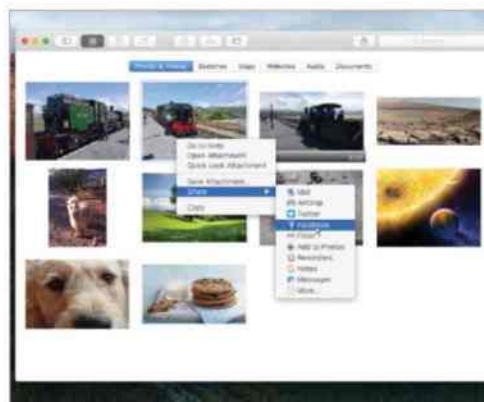


## 04: View attachments

Click the second button in the toolbar to view attachments that have been added. They are organised into categories, so click the top tabs.

## 05: Use Quick Look

Quick Look can be used to view attachments. Right-click one and select Quick Look or click one to select it and then press Esc to close.



## 06: Share attachments

Want to share an attachment like a photo in a note? Just right-click an item and use the Share menu. You could share a photo on Facebook, for example.

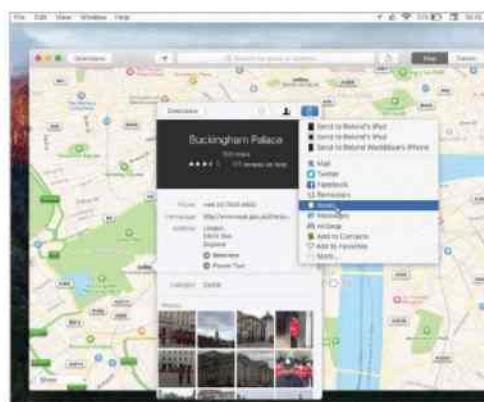


## 07: Notes from Safari

Notes is part of the sharing facilities in many apps, like Safari. Click the Share button in the toolbar or right-click an item on the web page.

## 08: Create web notes

The selected item or the page can be stored in a new note or it can be added to an existing one in the Choose Note menu. Click Save when done.



## 09: Save maps

There are many ways to create notes using Share in apps and here is one. Using the Maps app, click the Share button and select Notes to save this.

# Work with your Mac

## Keep your contacts in an address book

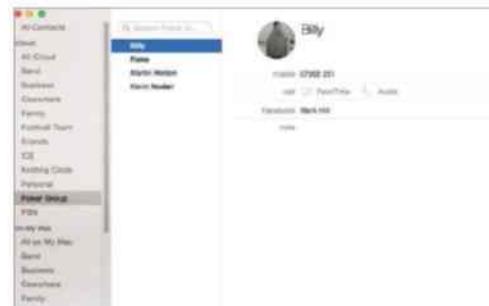
Get to grips with the Contacts address book and master its iOS-like layout



Often overlooked, the Contacts app (previously known as Address Book) is an important element of OS X. While it might not be the first thing you open in your dock, it's the hub for all your contacts and makes sure that apps like Mail run a lot more smoothly. It seems only fair, then, that the address book has been given a Yosemite overhaul, too. It now sports a cleaner, simpler interface that before. It is easy to create and edit contacts and you can also share them

effortlessly. Managing your database is easy too as the app can sniff out duplicates and merge them with existing contacts in a single click. You can also create Smart Groups by entering what criteria to include and omit. Read on to find out more.

**"An overlooked but important element"**

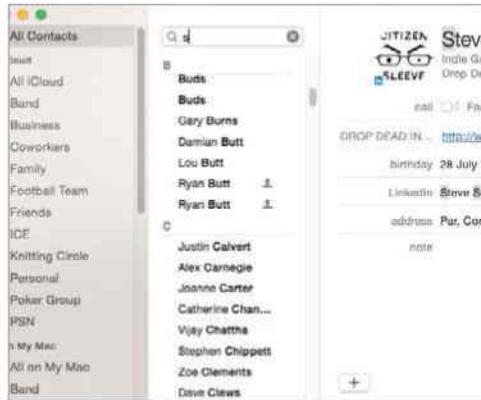


### Contacts Explore your address book directory



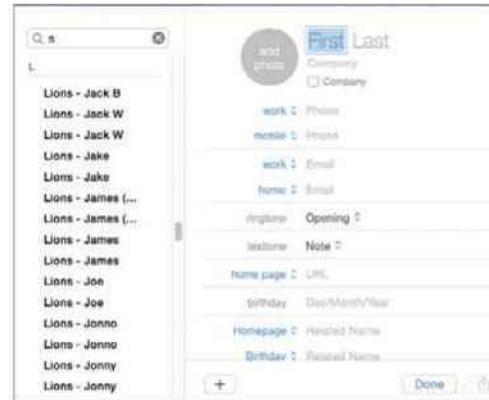
#### 01: A whole new look

The first thing you'll notice about the app is that its view is very similar to that of its counterpart in iOS. It's looking a lot cleaner, for one thing.



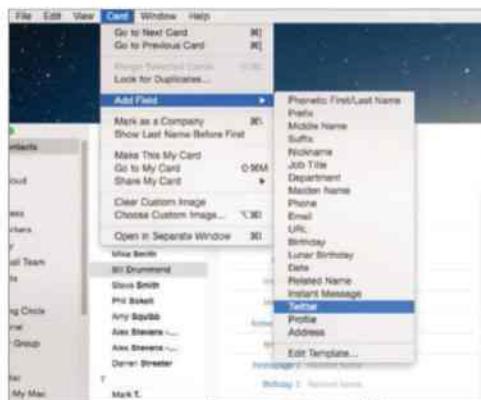
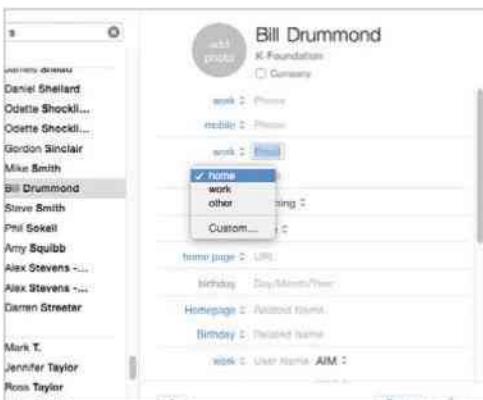
#### 02: Find a friend

Searching is as simple as typing a name straight into the search box. Results are displayed in real time and Contacts will highlight any matches.



#### 03: Add an entry

Click on the '+' icon under your contacts to add a new one. You can change what the default template includes in Contacts' preferences.



#### 04: Business and pleasure

Contact details can be categorised by type, such as work or home. Click on the type next to the detail and select one from the list to change it.



#### 06: Share the details

Click on the Share button underneath a contact card to email that contact to somebody else. Contact cards will be attached in vCard format.

# Navigate your contacts

Find your way around the address book's interface

## iOS-like interface

In keeping with OS X's move to be more like iOS, Contacts sports a new interface that is very similar to the one found on the iPad or iPhone. And like iOS, it's clean, simple and textured

## Getting social

OS X's Contacts includes contact detail fields such as Twitter, Facebook and Skype usernames, allowing you to easily integrate social media details into your list of contacts for quick access. They are even compatible with native Mac apps

## BACKING UP

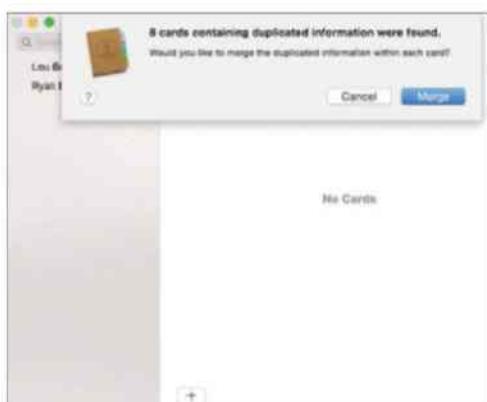
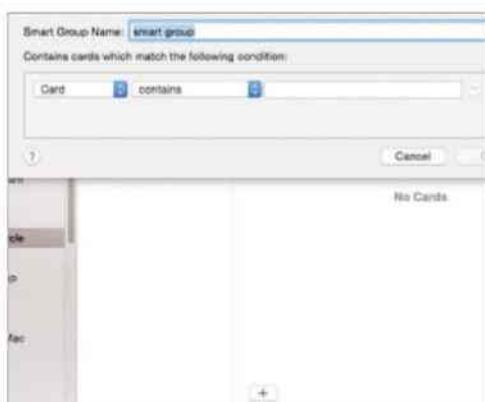
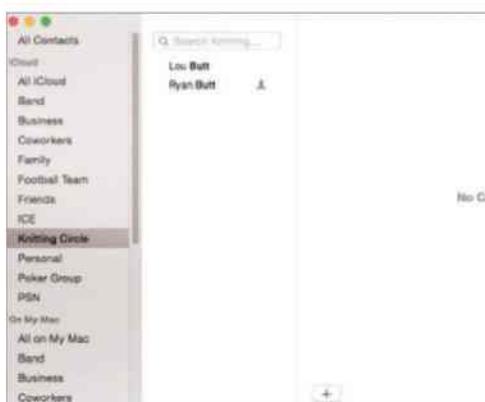
In OS X, it's fairly easy to make a backup of your contacts. Under the File menu, click Export, then 'Address Book Archive...'. Give the file a name and choose where to save it then hit Save. To import contacts from a backup, select Import from the File menu and find your backup file.

## Create new contacts

Clicking on the '+' button at the bottom of the interface will allow you to create a new contact card into which you can enter all manner of details. As you will discover, building up a database rammed with contacts is incredibly easy

## Sharing is simple

The Share button makes it even quicker to send contacts. It's fully integrated with Mail and certainly saves a few mouse clicks when it comes to sharing your details



## 07: Get a group

Clicking on the View menu will bring up the option to Show/Hide Groups. Activate it to bring up a side column with all of your groups listed.

## 08: Smarter grouping

Smart Groups allow automatic grouping of contacts by certain details. Click 'New Smart Group...' from the File menu to set one up.

## 09: Look for duplicates

Click on the Card menu and choose the Look for Duplicates option to source multiple cards and merge/delete them from your database.

# Work with your Mac

## Use Siri-style Dictation in any app

Use your voice to write in any app using OS X's brilliant built-in dictation tools

 When Apple introduced Siri on iPhone and iPad back in iOS 5, it was expected that the system would soon be making its way over to the Mac. While we're still yet to see the full version of Siri make its way to OS X, you do have the ability to speak to your Mac and have it understand exactly what you mean.

Dictation enables you to tap a key on the keyboard and then speak to your Mac. The Mac will listen to what you say until you click Done, and then

transcribe your words onto a page or into another app on your Mac. The system needs an internet connection to work normally but you can change this with a download. Read on to find out how to speak to your Mac and help it understand.

**"It enables you to speak to your Mac"**



### Dictation Use Dictation anywhere in Yosemite



#### 01: Activate Dictation

You'll need to activate dictation on your Mac. Go to System Preferences>Dictation & Speech. In the Dictation tab, click On beside Dictation.

#### 02: Choose your language

Choose your language from the drop-down. It will use your system language by default, but you can add more languages here if necessary.

#### 03: Set your input

If you have headphones with a built-in mic connected, you can use it as the input. Click below the mic and pick the one you want.



#### 04: Choose the shortcut

You can choose a shortcut to activate Dictation quickly. Choose the keyboard combination you want, or choose Customize and enter your own.

#### 05: Enhanced Dictation

If you are using a MacBook, you may want to use it when you're not connected to the internet. To do this, check this box.

#### 06: Check your levels

You can speak to see your input levels on the mic. If it can't hear you, open the Sound tab in System Preferences, choose Input and adjust the volume.

# Talking Mac

Get more from your Mac's Dictation feature

## I'm listening

When you activate Dictation, this small window will appear where you are typing to show you that your Mac can hear what you are saying. Three dots will shake if your Mac didn't hear anything when you click Done

## Waiting time

The dictation sends all your audio to Apple for analysis, so you won't see your words appearing onscreen as you say them. After you click done, three dots will appear to show that your words are being worked out, so be patient

## SIRI FEATURES

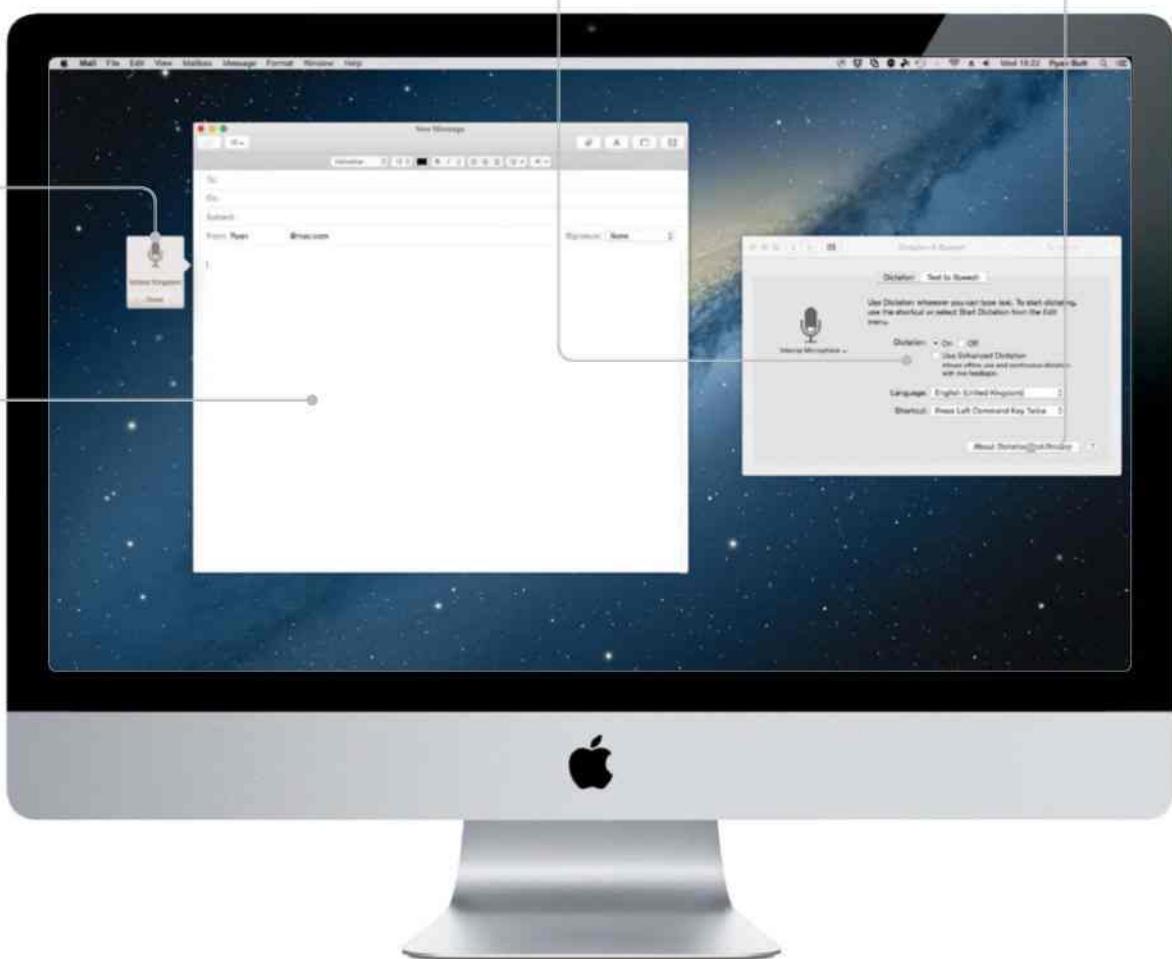
Unfortunately, we still don't have full access to Siri's features, such as sending emails and messages quickly with a voice command, on Mac. Some search options, such as movie times and restaurant information, are coming to OS X Yosemite's new Spotlight later this year, so we'll keep our fingers crossed that this can be accessed via speech when it's finally released.

## Sending data

When you switch on Dictation in System Preferences you'll see this pop-up box to explain that your speech is sent to Apple for analysis so the written text can come back, so click Enable Dictation to confirm

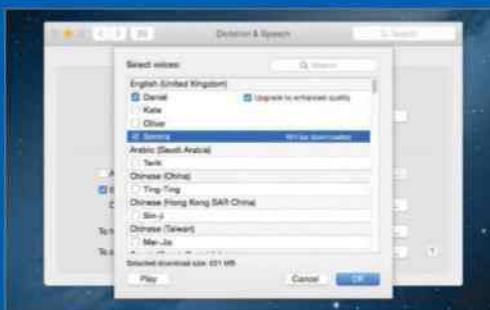
## More information

If you're concerned about how your speech data is being used, you can click the About Dictation and Privacy section in System Preferences to see more information on how your information is used



# Text to Speech

Along with Dictation options, which enable you to transfer your voice to text, you can also use the Mac's built-in Text to Speech options. With these options, you can select an area of text and have your Mac read it out to you in a voice you choose. This is available from any app, so no matter what you're doing, you can have your Mac read out what you're working on.



## 01: Choose your settings

In the Text to Speech tab of the Dictation & Speech preferences you'll see a number of options. You can choose a different voice and adjust the speech speed, or create a keyboard shortcut for activation.



## 02: Speak to me

In any application, select an area of text, right-click the text and choose Speech>Start Speaking. Your Mac will start reading the text; to stop it, right-click again and choose Speech>Stop Speaking.

# Work with your Mac

## Build documents with Pages

Whether you need to create a letter, CV, work report, poster or newsletter, Pages is perfect for the job



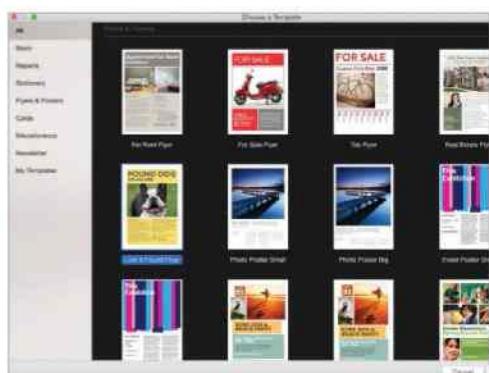
At first sight, Pages looks just like a word processor and it's true that it can create simple letters and documents. However, there is a lot more to this application, as it can create visually exciting publications such as flyers, posters, newsletters, brochures and much more. The app has been designed to make the task as easy as possible,

and this edition has some great features. For example, there are some fantastic templates to get you started, as very often creating a publication is just a matter of selecting a template and replacing the text and images with your own. It's brilliantly simple. Other new features in this latest version include interactive charts, sharing facilities on iCloud and a whole lot more.

“This edition has some great features”



### Pages Create publications from templates



#### 01: Select a template

When Pages is started, click the New Document button to open the template browser. When Pages is open, just select File>New, then pick a template.

#### 02: Edit the text

The template contains text and images, but it's easily replaced. Double-click on the heading, for example, and type in a new one.

#### 03: Replace the images

Click the picture icon in the corner or Ctrl-click a photo to replace it with one from your iPhoto library, iCloud or photo stream.



#### 04: Format the text

When text is selected, the panel on the right provides all the formatting options you need, such as font selection, alignment and so on.

#### 05: Layout options

Select the Layout tab in the panel on the right to access features such as multiple columns to give the text a newspaper or magazine look.

#### 06: Expand sections

Many options are hidden, so click the triangle next to each section heading to expand it. Expand Spacing, for example, for line spacing options.

# Master the Pages interface

Tools and features for document design

## The toolbar

The toolbar lists all the items you can insert into a document, such as shapes, photos, music and movies, charts and tables. Hidden comments can be added too, for help during the design process

## Sharing options

You can share links to the file on iCloud where it can be accessed with a web browser. Alternatively the file can be sent via Mail, Messages or AirDrop. This makes accessing it far simpler

## iCLOUD SHARING

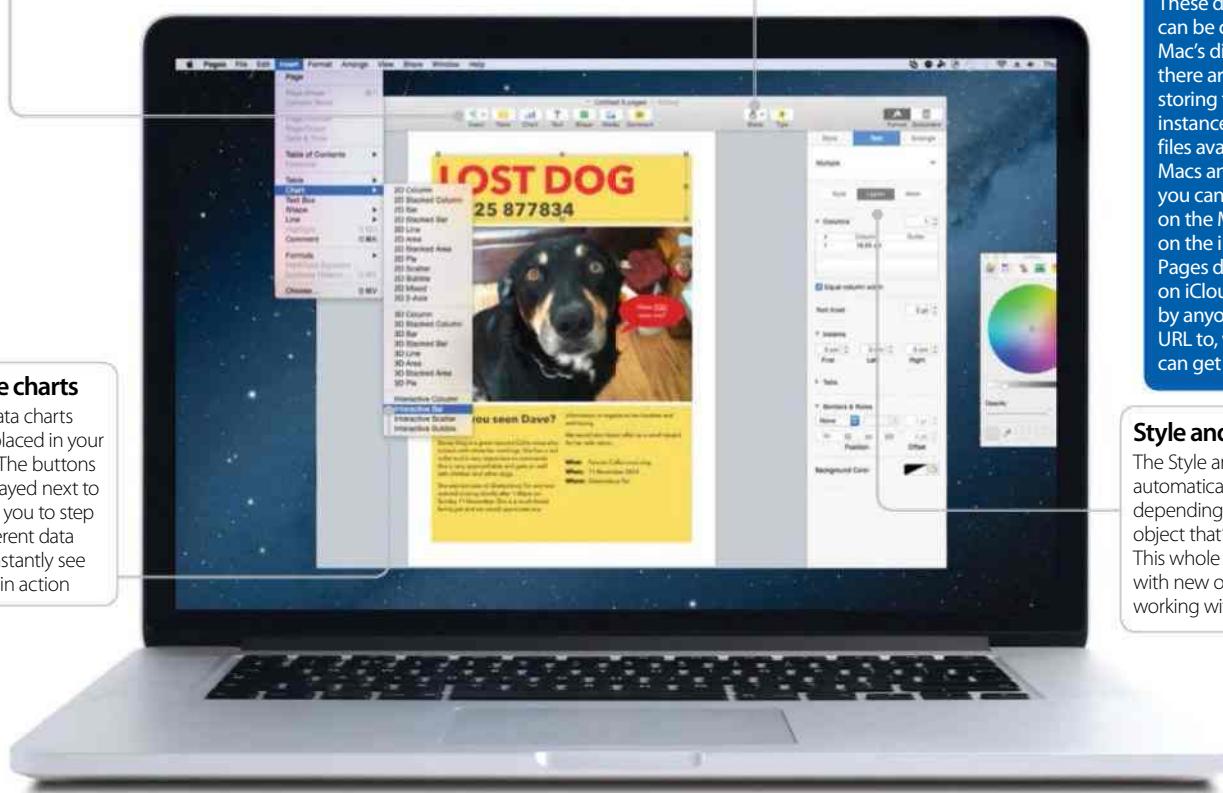
These document files can be created on your Mac's disk drive, but there are advantages to storing them in iCloud. For instance, this makes your files available on all your Macs and iOS devices, so you can begin a document on the Mac and continue on the iPad and vice versa. Pages documents shared on iCloud can be accessed by anyone you give the URL to, which means you can get instant feedback.

## Interactive charts

Interactive data charts can also be placed in your documents. The buttons that are displayed next to them enable you to step through different data values and instantly see the changes in action

## Style and layout

The Style and Layout tabs automatically change depending on the text or object that's currently selected. This whole panel is replaced with new options when working with charts and photos



## 07: Add shapes

Click the Shapes icon in the toolbar to add lines, arrows, curves and predefined shapes. Click the dots at the bottom to view the items.



## 08: Shapes and text

Add a shape, such as a speech bubble, drag it into position on the page, click inside it and you can easily enter some text.



## 09: Share it

Click the Share button in the toolbar to access the sharing options. The document can be put on iCloud and links shared on Facebook and Twitter.

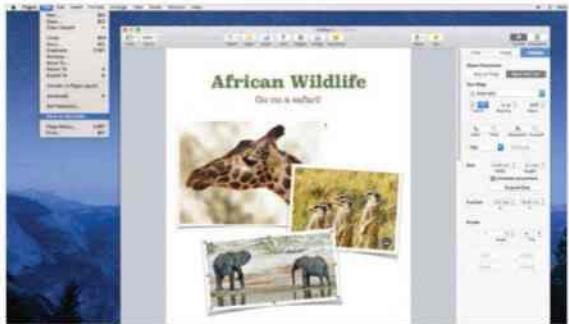
## Create and save a custom template

Save your best ideas permanently within Apple's word processing app



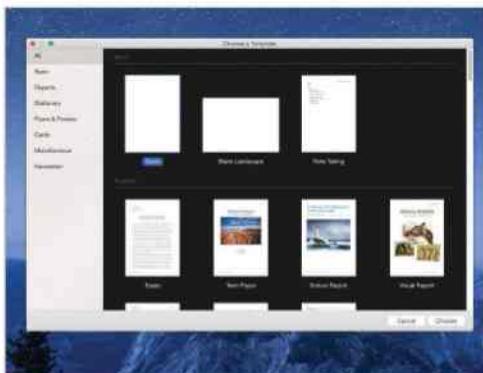
One of the reasons many people will use Pages as their primary app for creating documents is the vast selection of templates that can be used. The templates are a great way of getting a starting point of what you want your document to look like, before you go ahead and add your own twists. However, on occasion it's not

uncommon to be unable to find a template that really suits your needs, but thankfully Pages still has you covered. Users are able to create their own custom template, save it and then use it whenever they see fit. Plus if you're really proud of it, then Pages also has a share feature where you can distribute your new template to friends and family. Here's how to go about it.



"Pages also has a handy share feature"

### Pages Design your own template



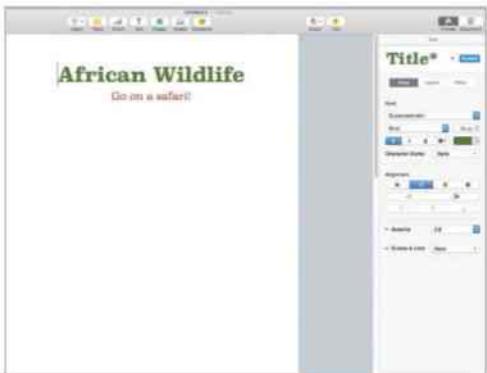
#### 01: Start from scratch

Open the template chooser in the Pages app and select the Blank template at the top of the window. This is the blank canvas for a custom template.



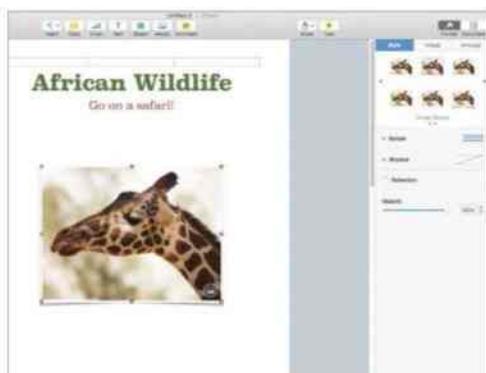
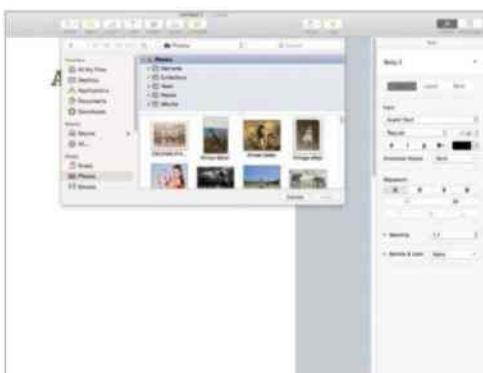
#### 02: Add basic text

Select the Text tool from the toolbar and add text elements to your template in the boxes provided. You can make it as brief or as convoluted as you like.



#### 03: Format text

Use the Format menu to bold, italicise and alter the colour of all the text. You can also use this menu to change the sizing and spacing.



#### 04: Import images from Photos

Open the Media tab from the toolbar and select Photos. Highlight a photo to import and press the Insert option on the bottom right of the window.



#### 05: Alter image style

Now use the side menu to alter the components of your image. Formatted images are a great placeholder for any future images you import.

#### 06: Add extra elements

Add the further elements of your template, via the toolbar. You could add secondary images, or perhaps a new table, chart or other form of media.

# Manage custom templates

Permanently save your custom template creations

## Edit names

To make your custom templates more recognisable, double-click the default name to edit them. When you then click off the name, you should find it automatically saves

## Delete a template

Right-click on any template and select the Delete option if you're looking to cut down on your library of templates. Be warned, there's no way to recover a deleted template, so use this option wisely

## BORROWING ELEMENTS

One of the best ways to make your own template is to borrow the best elements from Pages' other default templates. A simply copy and paste on the elements you like can help you put together the perfect custom template without having to design it all from scratch. Don't worry though; you can still save it as an original custom template!

## My Templates

When you load up the Template Chooser, you'll find the various different options listed down the left of the window. Select the My Templates option at the bottom to find all of your creations

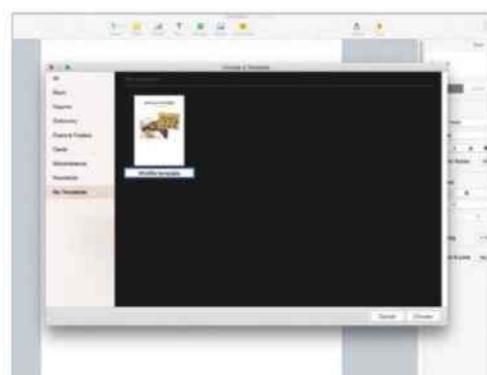
## Choose to share

You're able to send your custom templates to various contacts by using the Share option that sits on the toolbar within Pages. There's a plethora of different sharing platforms to choose from



## 07: Save as Template

Open the File tab before selecting the Save as Template option at the bottom of the menu, when the custom template is done. Wait for it to save.



## 08: Give it a name

Double-click on the name of your custom template to change it (in the My Template section). Back out of the menu to permanently save it once you're finished.

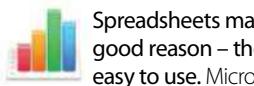


## 09: Share your template

Use the Share option at the top of the menu to send custom templates to contacts. For a quick solution, use AirDrop to send it to nearby devices.

# Work with your Mac

## Create a spreadsheet in Numbers



Spreadsheets may scare you, and with good reason – they are not always easy to use. Microsoft Excel is a very powerful spreadsheet program, but it's complex. So is Numbers, but it delivers all of the functions you need in the simplest way possible and it even offers up explanations to help you out.

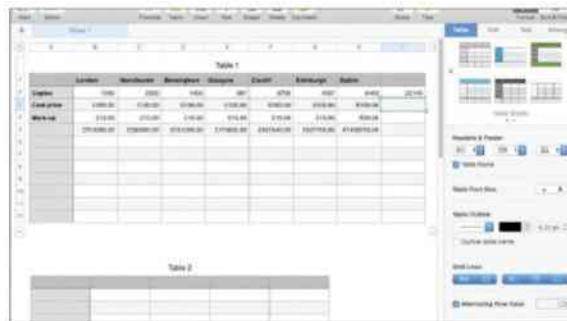
With a range of templates and the ability to

ensure your data is well presented and calculates perfectly with the excellent spreadsheet features of Numbers

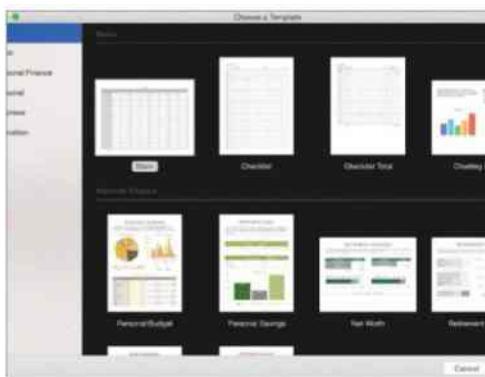
add tables, resize them, calculate and choose from a range of maths options, you will soon be populating your tables with reams of data.

You aren't confined to one sheet either, as you can edit multiple ones at once by selecting the Sheet button in the toolbar. Numbers makes it easy to work with each one, providing you with a tabbed options pane.

“It delivers all of the functions you need”

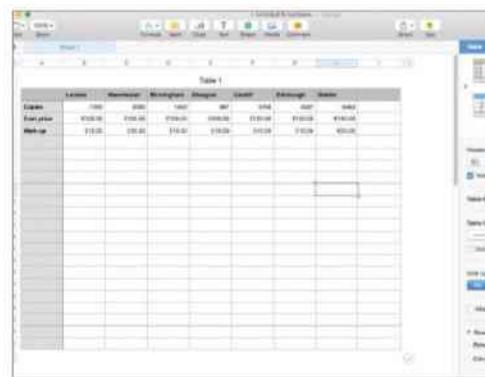


### Numbers Get to grips with spreadsheets



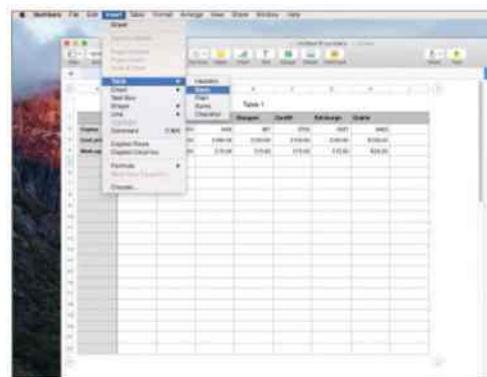
#### 01: Choose a template

First choose from a selection of useful, presentable templates. They are sorted by categories including Business, Personal Finance and Education.



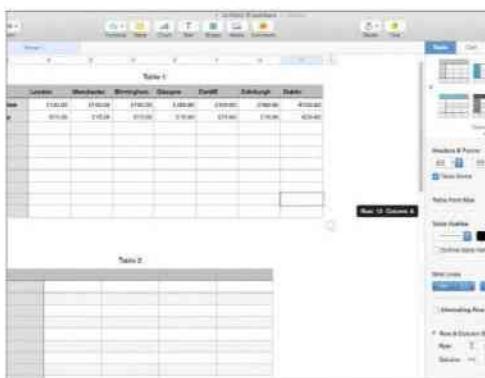
#### 02: Input data

We've selected the Basic template. Spreadsheets have rows, columns and cells, so click each cell to add data. You can use words and numbers.



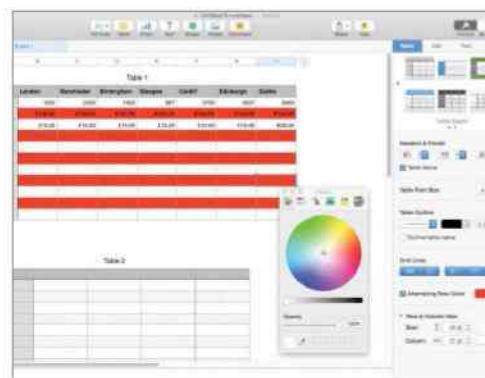
#### 03: Add new tables

As well as using the table in front of you, try adding more via the Insert>Table navigation. Table types are shown in the right-hand box.



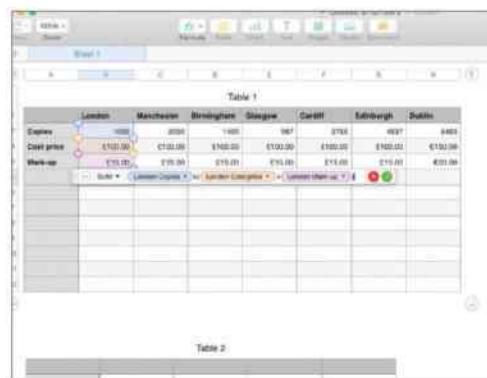
#### 04: Resize tables

By using the arrow icon in the bottom-right-hand corner of a table, you can resize it. Refer to the row and column numbers for guidance.



#### 05: Alter the colours

Now choose cells to colour. Click the Cell tab, click Fill and select Alternative. To change alternate row colours, click Alternating Row Colour under Table.



#### 06: Add formulas

Click a cell where you want a total to be displayed. For a simple sum, type '=SUM'. You'll need to define cells to work with.

# Find your way around Numbers

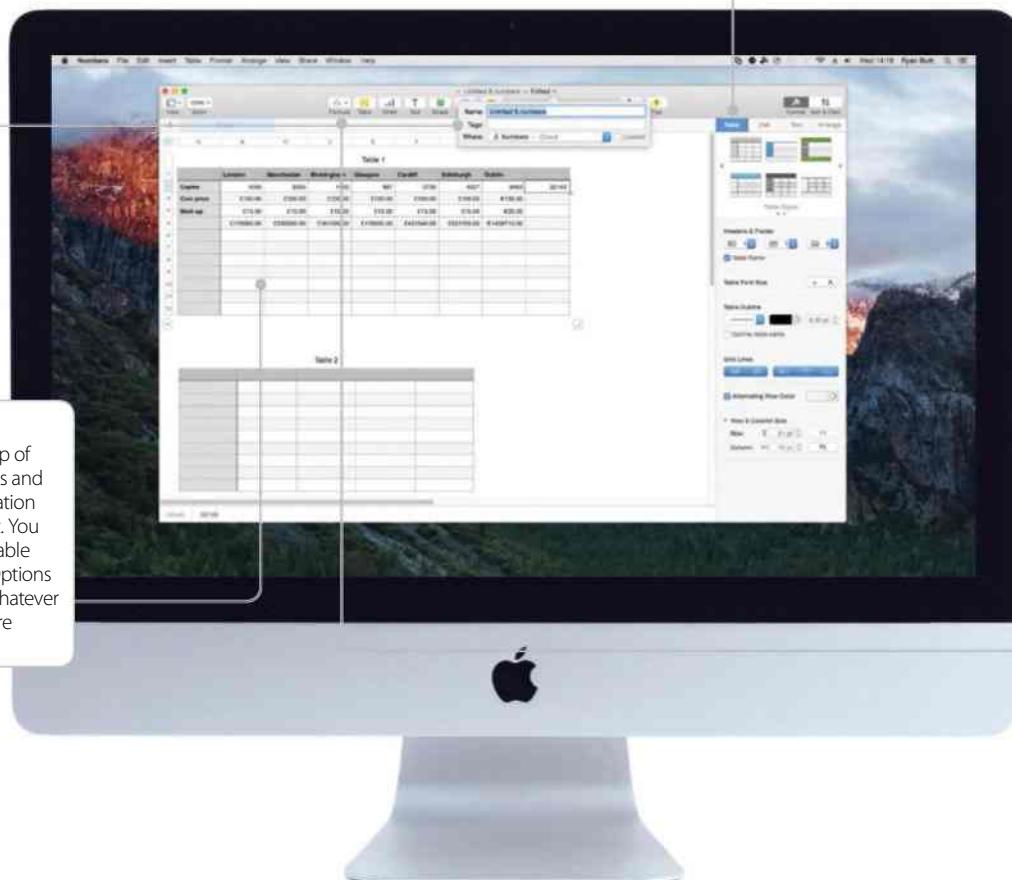
Make presentable spreadsheets within minutes

## Title

Tap the word Untitled-Edited at the top of the screen and input a new name that best describes the project or spread you'll be working on. You can save this to the iCloud and to your Mac

## The tabs

This window lets you view the options available for the overall table, cells, text and the arrangement of the spreadsheet. Try clicking on each one to discover what editing options it offers



## The table

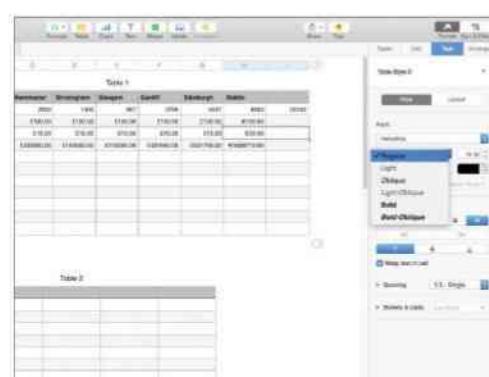
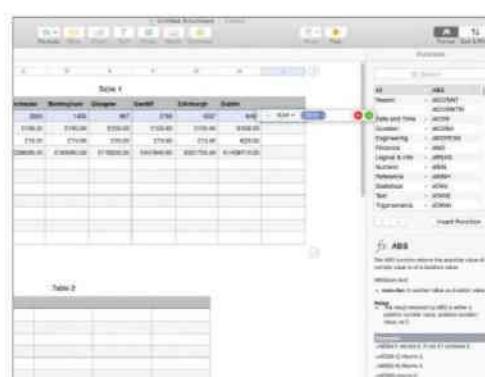
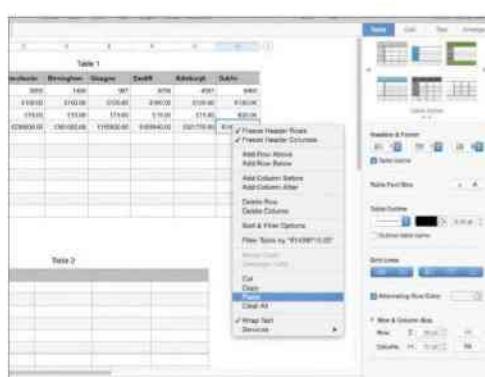
A table is made up of rows and columns and can be a combination of words and text. You can change the table make-up in the Options window to suit whatever kind of table you're looking to create

## HIGHLIGHT CELLS

When creating a formula for your spreadsheet, you don't have to type in the table co-ordinate (such as B2, C9 and so on). You can simply start off the formula (ie =SUM) and then click on the cell that you want to form part of the formula, similar to Microsoft Excel. This is very helpful for speeding up the process of calculations and eliminates any potential errors.

## Add functions

If you want to add a particular function, a table, a chart and more, then just use the toolbar icons at the top of the screen for easy access. This makes creating and adjusting your tables much simpler



## 07: Produce the sum

To multiply the final two boxes by our first, type =SUM(B2x(B3+B4). Copying and pasting this cell speeds the task for the remaining calculations.

## 08: Calculate rows

You can also calculate rows. Available functions appear in the right-hand panel and each of them is categorised and explained in full.

## 09: Change text

Of course, spreadsheets aren't just about numbers. You can control the size, font, wrapping and style of text under the Text tab in the right-hand panel.

# Work with your Mac

## Learn to visualise data in Numbers

Turn mundane data into something special with the help of charts and graphs

 One of the best things about Numbers is that it's a great place to manage all your data in a single area without having to use any third-party alternatives from the Mac App Store. Although having pages of data may be beneficial to you, it can be difficult to read and differentiate between when not labelled appropriately. However, Numbers includes some

fantastic chart and graphical options that help add a visual aspect to your data.

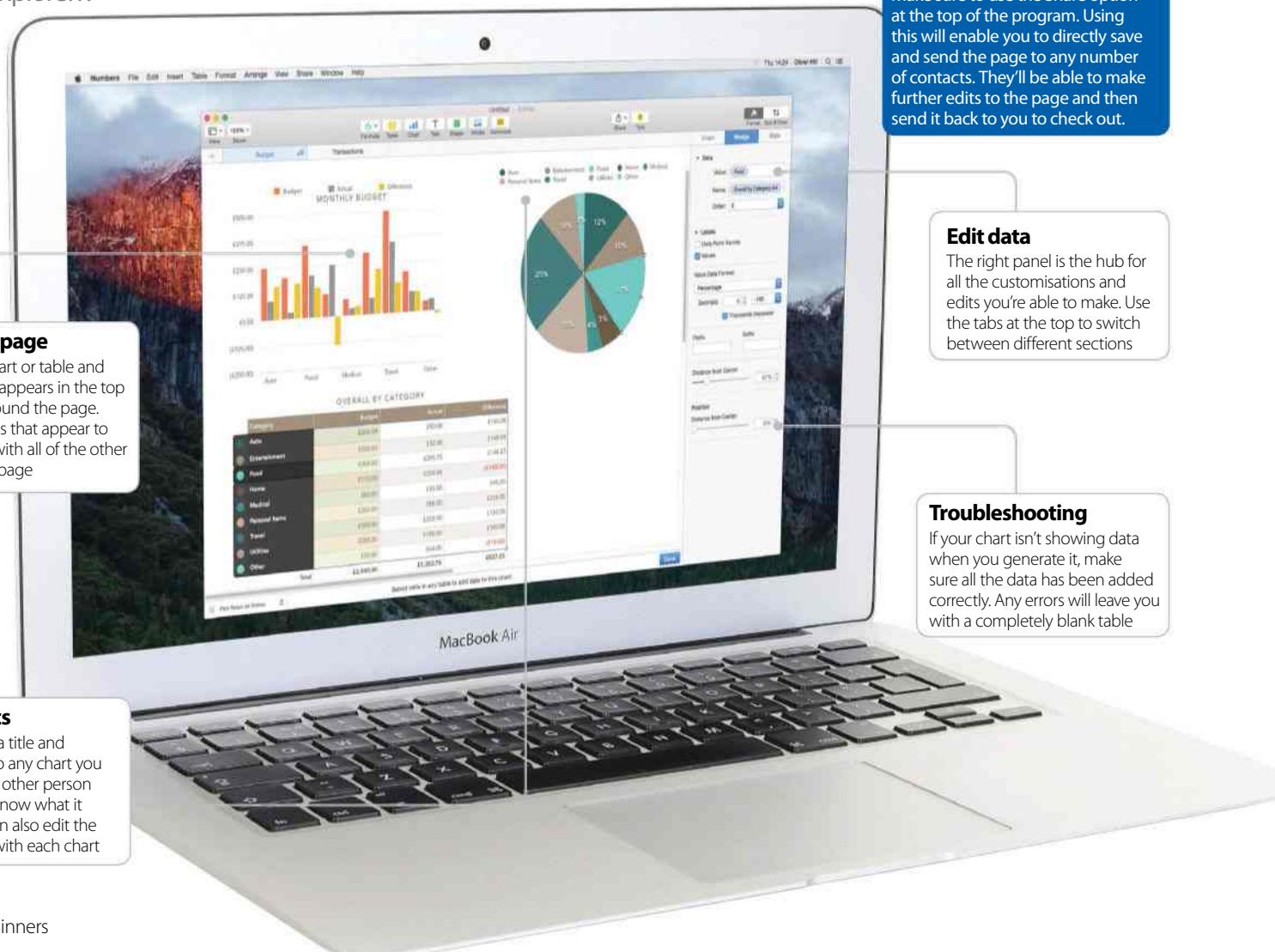
Each chart you choose to use to represent inputted data can be heavily customised to suit your specific tastes or the data it's based on. Use the following steps to learn how to completely visualise from top to bottom and create the perfect accompanying charts.

“Numbers includes some fantastic chart and graphical options”



### Understand your options

Numbers includes various features to explore...



**Lay out your page**  
Highlight your chart or table and use the icon that appears in the top left to move it around the page. Use the guidelines that appear to correctly align it with all of the other elements on the page

**SHARE WITH FRIENDS**  
If you want some input on your page, make sure to use the Share option at the top of the program. Using this will enable you to directly save and send the page to any number of contacts. They'll be able to make further edits to the page and then send it back to you to check out.

**Edit data**  
The right panel is the hub for all the customisations and edits you're able to make. Use the tabs at the top to switch between different sections

**Troubleshooting**  
If your chart isn't showing data when you generate it, make sure all the data has been added correctly. Any errors will leave you with a completely blank table

**Add the basics**  
Make sure to add a title and reference points to any chart you create, so that any other person who views it will know what it represents. You can also edit the labels that come with each chart

# Numbers

## Create charts in Numbers



### 01: Input data

Create a table of data in Numbers. Apply various colours and stylise the table using the toolbar located on the top of the program, if necessary.



### 02: Select a chart

Highlight all the data and select the Chart option from the top of the menu. By default, you'll be able to see the array of 2D charts that are available to use.



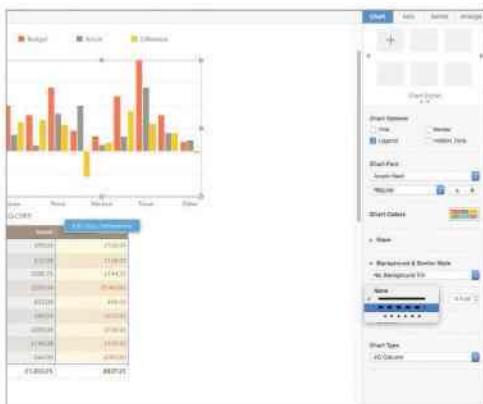
### 03: Interactive charts

Select the Interactive option if you want to use a chart that can be heavily edited and is generally more appealing to look at.



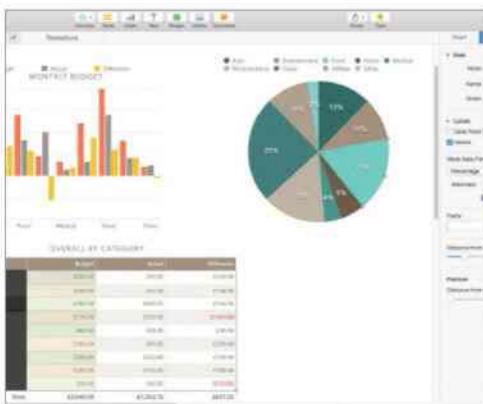
### 04: Edit data

After selecting the chart you want to use, your data will be applied to it on the page. Select it and press Edit Data References to begin adding changes.



### 05: Background and borders

The right side panel will now be filled with customisation options. Use the drop-down menus to add a background or add a border.



### 06: Edit data

Double-click on a specific part to edit data. A new Data section will appear on the right side of the app for you to make further edits.



### 07: Move data

Select the Distance from Center option to move a portion of data away. This is a good choice if you want to highlight a specific section in a pie chart.



### 08: Change charts

To change how your data is displayed, highlight the chart and select the Chart Type option to convert it into a completely different chart altogether.



### 09: Final edits and arrange

Make final edits and line them up on the page. Guidelines will appear, letting you know when each one has been lined with the other items.

# Work with your Mac

## Keep notes to help you present

Create presenter notes for you to refer to when showing off your Keynotes

 Keynote makes it simple to create fantastic presentations, thanks to its easy-to-use but surprisingly powerful tools. Whether you want to create a simple text-based presentation or you need something a little more creative, with images, videos and animations, Keynote gives you all the tools you could possibly need, all with just a couple of clicks. But once you've created your presentation,

Keynote doesn't just stop helping you. When you stand up in front of a group of people and give your presentation, it can still help you.

You can use the Notes tool to write down important points that will display on your Mac's screen, so only you see them. It not only makes presenting easier, it will also make you look incredibly professional, and preparing your notes doesn't take long at all.



"Keynote gives you all the tools you need"

## Presentation screen explained

Understanding how to use Keynote's presentation tools

### Coloured bars

The bars at the top of the screen denote the status of your presentation. Green means you are ready to progress to the next slide or animation with a click, while red means it's in the middle of an animation

### Next slide

On the left is the screen that your viewers can currently see displayed on the external display, while the right-hand box shows what is coming up next, either in terms of animations or slides

### KEYBOARD SHORTCUTS

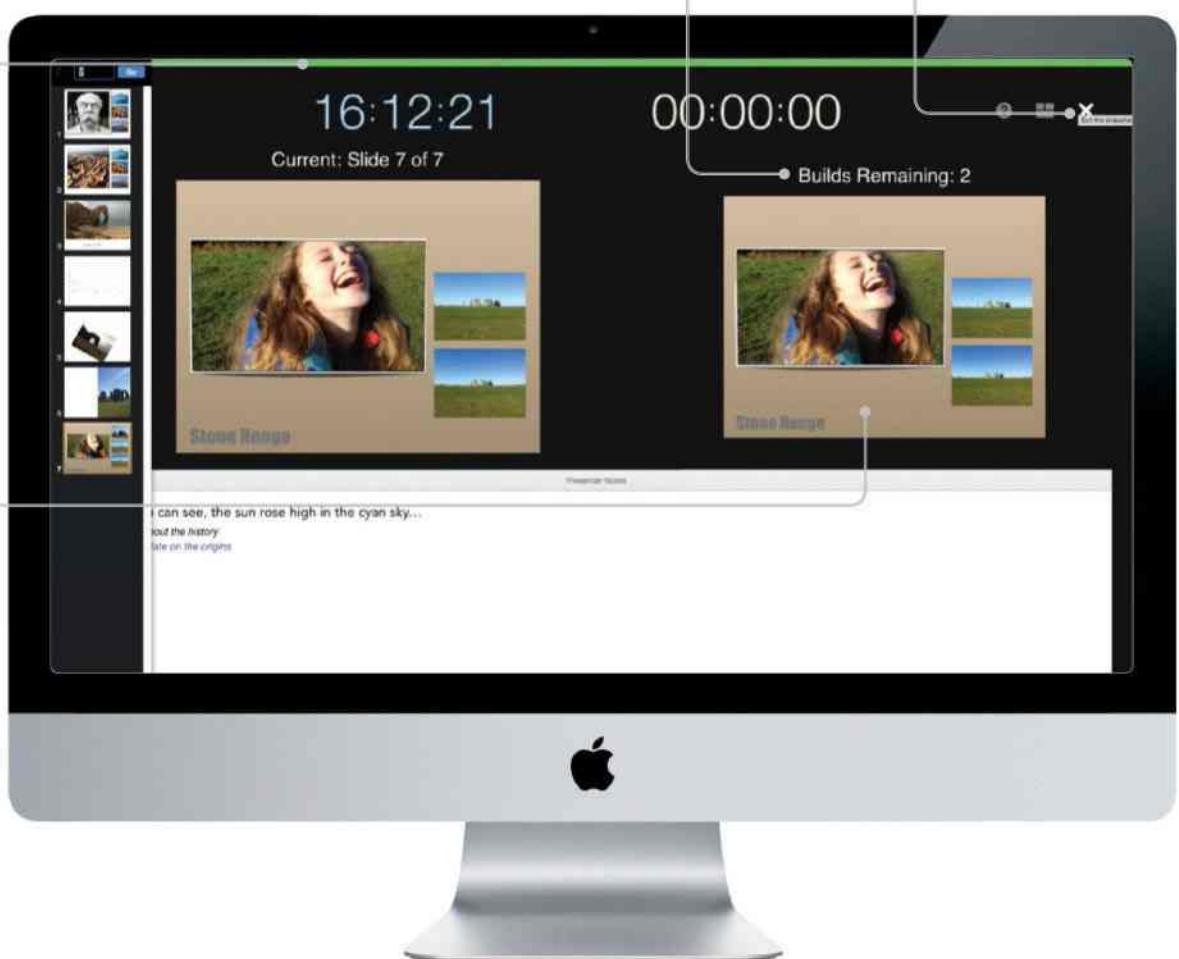
When you use this view to work with your presentation, you can use a number of keyboard shortcuts to make your life easier. For example, with a single keystroke you can pause your presentation and turn the screen white or black, or skip back and forth through individual builds or whole slides. To see the full list of commands, click the '?' icon in the top-right.

### Builds remaining

You can see the number of builds remaining on each slide above the right-hand box. This will only appear if you have applied animations to your slides before hitting Play

### Close the presenter

If you want to exit the presenter at any time you can click the 'x' button in the top-right corner of the screen, or simply press Escape to go back to your normal Keynote window



# Keynote Add presentation notes



## 01: Open Notes

Open the Notes viewer. Open a Keynote and choose View>Show Presenter Notes to bring up the Notes section at the bottom of your window.



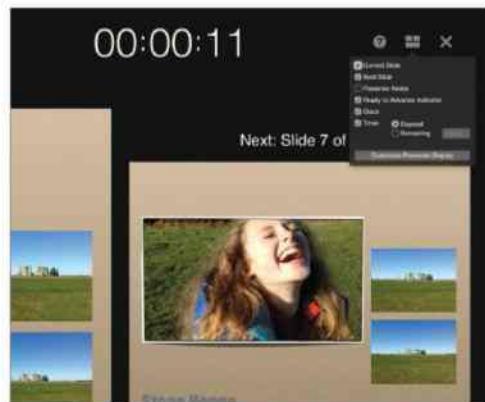
## 02: Add a note

To add a note, click in the new bar and type it in. The Notes section will remain at the bottom of the window even when you switch between slides.



## 03: Format notes

Click on the Format button and you'll have options for customising your notes. You can change fonts and colours, and add bullets if necessary.



## 04: Start rehearsals

Once you've finished your notes, you can start rehearsing your presentation. Choose the Play option and select Rehearse Slideshow.



## 05: Customise your screen

To customise your view, click this icon in the top-right and choose the options that you want to appear on-screen while you present.



## 07: Edit your notes

Change the size of the notes in your Rehearsal view by clicking the bigger or smaller letters in the top-left of the Notes bar, or click Edit to make changes.

## 08: View your slides

If you want to see an overview of all your slides, click the Show Navigator button in the top-left and type in the slide number in the top box.

## 09: Play your slideshow

When you're ready to present, connect your Mac up to an external display or projector and hit Play to start with your notes appearing on your screen.

# 100 Essential Mac Apps





## The ultimate guide to the Mac apps you simply have to have

**F**inding and installing Mac apps is easier than ever, thanks to Apple's brilliant Mac App Store. It works by letting you install apps with just a click, and you can be assured that they will be safe for the Mac device you are using. You can still download and install apps from anywhere on the web, but the App Store is by far the most efficient and safe way to add new software to your setup. The apps extend

the functionality of any Mac greatly, and without them your choices are limited as to what you can do. There are thousands available, and they cover near enough every conceivable subject or task that you need to complete. This feature will highlight the essential apps from every app category, and hopefully narrow down your search for the best of the best. Your choice of apps is genuinely unlimited.

# Essential apps

## 5 essential apps

### Templates for MS Office

**Price:** Free **Developer:** UAB "Graphic Node"

 If you are a regular user of Microsoft's Office suite then this collection of templates is a great way to revitalise your work. The bulk of the templates provided here are for Microsoft Word – 50 in total – and include a wealth of personal and business designs, including letters, brochures, books and menus. For Excel, there are 15 diverse and practical templates to make everyday tasks more manageable and for PowerPoint there are seven high-quality slide designs to make your slides instantly more eye-catching and captivating.

### App for Dropbox

**Price:** Free **Developer:** Joachim Stahl

 With App for Dropbox you get instant access to the world's most popular cloud file sharing service. No longer do you need to have to log in through a browser to search, download and upload files. If you splash out £1.49/\$1.99 on the pro version then you can effortlessly switch between the menubar features and a full window experience.

### friedEgg Touch

**Price:** £14.99/\$19.99 **Developer:** friedEgg Limited

 Creating and analysing complex charts is not an easy task, and often requires specialists to complete the job. This is not the case any longer, however, because this app will let you build impressive 3D charts whenever you need to, and also lets you manipulate them in real-time. It looks as good as it works, and allows anyone to create complex charts relating to any subject. A truly impressive business tool.

### Splashtop Remote Desktop

**Price:** £10.49/\$14.99 **Developer:** Splashtop Inc

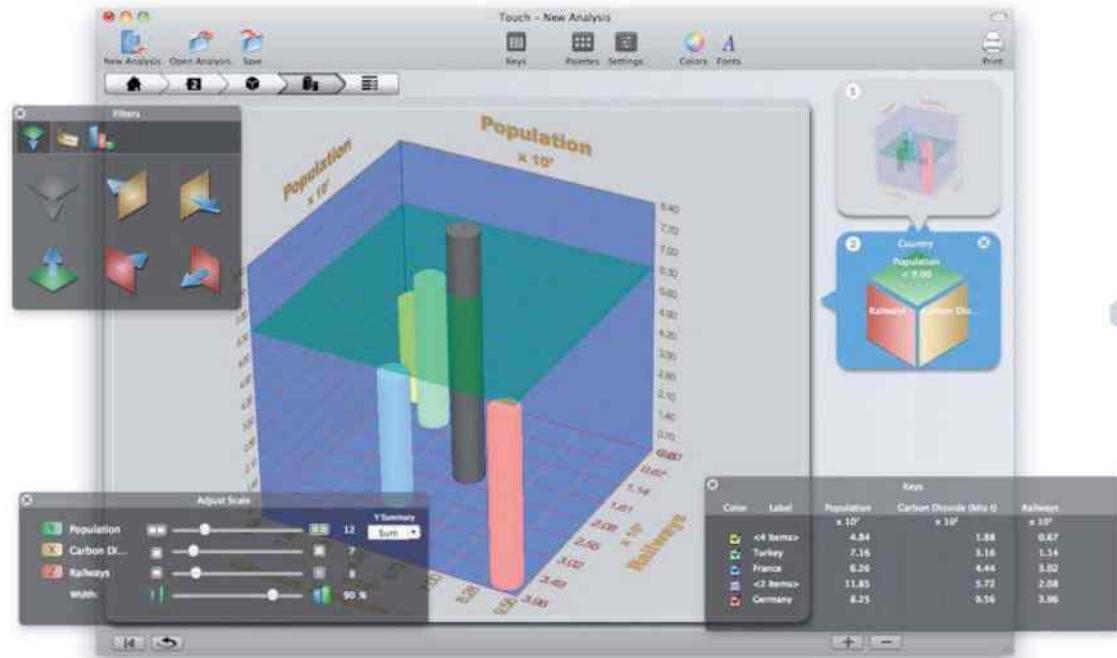
 Imagine being able to remotely access your PC or Mac from the computer that is in front of you. You can now do this thanks to this app which works cross-platform at high speed. You will never be away from the office again, wherever you are at any given time.

### OmniGraffle 6

**Price:** £79.99/\$99.99

**Developer:** The Omni Group

 If you need a diagram, process chart, quick page layout, website wireframe or graphic design then OmniGraffle can help you make eye-catching graphic documents quickly and easily by keeping lines connected to shapes, even when they're moved, providing powerful styling tools with just one click.

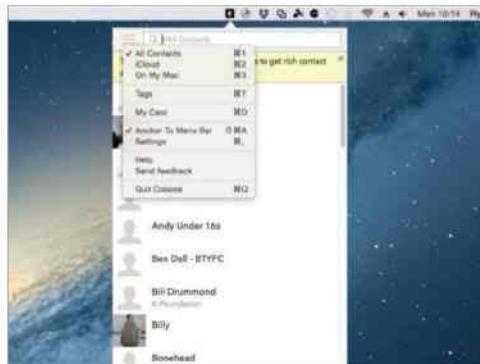


friedEgg Touch's visuals are stylish, clear and impressive

## Business

Tailor apps to your work-related needs

Business apps can take a variety of forms, and cover everything from general communication to solutions for specialist industries. Despite the fact that many companies have bespoke software for their tasks, it is often possible to improve



Splashtop lets you view videos on another computer...

productivity by using third-party applications. Computers can be remotely monitored and used from miles away, employees can collaborate on projects using a single app, and there are solutions available for every conceivable task. With some planning and the careful selection of the right apps, anybody's Mac can be greatly extended to become perfectly functional for whatever task you need to do. Often, it isn't just the well-known or expensive apps that do the best job, because there are a variety of solutions available for every single business need. Business is a wide-ranging topic, and fortunately there is a wide range of Mac apps available to support your needs.

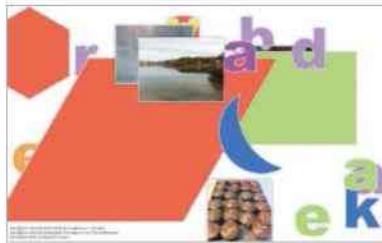
**"Business apps take a variety of forms"**



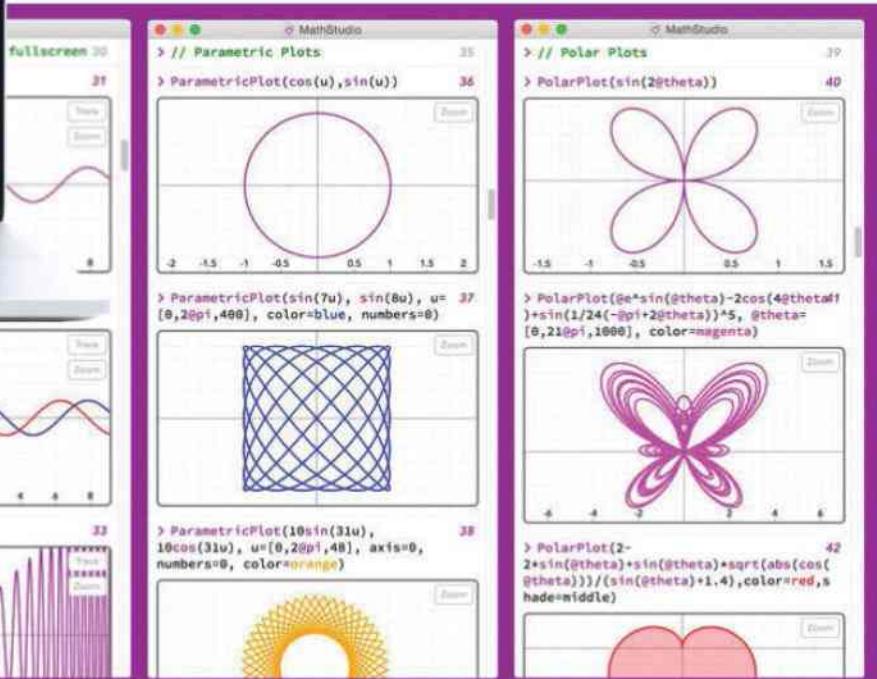
Templates for MS Office will re-energise your work...



■ Lots of information is displayed within Solar Walk's clean interface



■ AlphaBaby's vibrant colours and shapes will keep young children happy



■ Check out the versatility of MathStudio...

# Education

Education is something that stays with us for all of our lives, from the day we are born to the moment we die. It doesn't matter how old you are or how clever you are; there will always be software solutions that can help you. Children can benefit from colourful and imaginative visual games, and adults can benefit from learning about the complexities of advanced topics. Education works best when it is

Get well and truly schooled with this collection of apps

fun, and the imagination put into many educational software solutions makes the Mac platform ideal for learning. No matter what is the topic or the individual needs, Mac apps will help you and your family learn whenever is convenient for you. This is one of the most important areas of computing today, and one that can be potentially beneficial to all Mac users, because the platform is perfectly suited to all areas of education.



■ Mrs Owl provides an engaging way to teach kids

## 5 essential apps

### MathStudio

Price: £29.99/\$39.99

Developer: Pomegranate Apps

 If you need a robust-feature-packed calculator to help from anything to managing your finances to assisting with your 2D or 3D graphing then this free offering is a must-have. Featuring over 200 functions, it is capable of handling anything you'd care to throw at it and features a built-in tutorial to help you every step of the way. Check it out and be amazed.

### A to Z - Mrs Owl's Learning Tree

Price: £3.99/\$5.99

Developer: Wayne Smith

 This is a good app to aid pre-school learning and entails bright pictures and attention-grabbing sound effects – pretty much all the stuff that young children are into. You join Mrs Owl in the Learning Tree's treehouse classroom as she takes you through the complete alphabet with phonetic letter sounds. Updated regularly to include more features, this is inspiring.

### Theory Test for Car Drivers UK

Price: £2.99/\$4.99

Developer: Iteration Mobile

 An essential download for anyone learning to drive in Great Britain or Northern Ireland, with Theory Test for Car Drivers you get to perform a simulation test under exact exam conditions and get the result straight away. If you don't get something right you're given a full explanation so you get it right next time.

### AlphaBaby

Price: £0.79/\$0.99

Developer: Laura Dickey

 AlphaBaby not only works in an environment which makes it impossible for a child to play with, or be distracted by other applications, but it also serves as an excellent learning tool for children. It is probably best suited for the very young, and allows them to understand letters and shapes at a steady pace. Overall, it works brilliantly, and we wouldn't hesitate to recommend it.

### Solar Walk

Price: £7.99/\$9.99

Developer: Vito Technology, Inc

 This 3D Solar System model enables you to navigate through space and time, observe all of the planets in extreme close-up, learn their trajectories, inner structure, history, points of interest and more. It's an eye-opening and engaging app that has plenty of information to convey and some cool methods of doing so. If you're curious to learn what's out there, this will help.

# Essential apps

## 5 essential apps

### The Lost Watch 3D

**Price:** £1.49/\$2.99 **Developer:** Igor Panichev



Not all wallpapers are the same, and The Lost Watch 3D proves that. Besides looking beautiful, it will show you the current date and time, and also lets you personalise it in a rather creative way. It can work as a wallpaper or a screensaver, and there are multiple themes to choose from. If you want to add a personal touch, then simply choose a photo, and it will be shown inside the pendant displaying the time. However, an app like this isn't about the features, but how good it looks and how well it works, and it succeeds in both areas.

### Go for YouTube

**Price:** Free

**Developer:** FIPLAB Ltd



Another app that sits powerfully in your Mac's menubar providing a simple but essential service. Anyone who uses YouTube regularly will want to get their hands on Go for YouTube because the app enables you to watch videos without a web browser in sight. The whole experience is super smooth and it's been optimised for OS X Yosemite too.

### Eat The Fish 2016

**Price:** £1.49/\$1.99 **Developer:** Tuyen Mai



How this, a game, can find itself in the Entertainment section as opposed to, say the Games section shows that the App Store isn't impeccably organised. However, as a light distraction it is well worth a look. The aim is to consume as many small fish as possible while not getting chomped on by the bigger fish yourself and you're competing against others for top spot in the online leaderboard.

### Fireplace Live HD free

**Price:** Free **Developer:** Voros Innovation



When the winter nights draw in, why not turn your Mac into a visual centrepiece of the room by turning it into a living, crackling open fireplace? The effect is mesmerising and you can almost feel the heat coming off of it. There are eight fire visuals to choose from that all run in stunning HD.

### Earth 3D

**Price:** £2.29/\$2.99 **Developer:** Igor Panichev



Ever wondered how our beautiful planet looks to astronauts? This app displays the Earth as few will ever get to see it and provides more than 1,500 geographical objects to explore in glorious HD. You can also set it as your screensaver to impress others who casually stroll past your monitor.

# Entertainment

Have a whole lot of fun on your Mac

The word 'entertainment' can cover a multitude of things. From listening to internet radio to watching movie clips and enjoying clever screensavers, you can entertain yourself in almost any way you like. It is a broad category, and is hard to define completely, but it is also a category with a wealth of apps that will help you pass your spare time. You can learn magic tricks, watch Earth from space, or simply sit back and watch a realistic fireplace fill your Mac screen. The days of computers being used purely for business are over; now, you

can use them for any activity you like. Entertainment is one activity that everyone should spend some time enjoying on their Mac – the only dilemma is choosing from the huge range of apps that are designed to make everyday life a little more fun.



■ The presentation of The Lost Watch 3D is stunning



■ Curl up in front of Fireplace Live HD

"There are a wealth of apps to help you pass your spare time"



■ Use Go for YouTube to access YouTube from your menubar



■ Media is recreated perfectly in MPlayerX





# Essential apps



■ Take in the highs and lows of life in The Sims 2: Super Collection



## Games

Have fun and keep your brain engaged

Gaming has historically been somewhat lacklustre on the Mac platform, but the huge growth of iOS gaming has transferred to its bigger brother. Popular titles in the puzzle and strategy categories have long been standard, but there are now many hundreds more options available, most of which are at very cheap prices. To complement these simple titles, there is now a variety of high-end arcade titles available, some of which actually rival games consoles in terms

of quality, longevity and addictiveness. You can choose almost any game type you like, depending on your preferences and the budget available, and can be sure that the games you like to play are available. Every possible genre is covered, and once you start you may find that you play games on your Mac more than anything else. Everyone needs some fun from time to time, and a Mac is the perfect tool to help you relax and enjoy yourself.



■ The simplicity of Rail Maze's visuals hides an immersive gameplay experience

## 5 essential apps

### Real Boxing

Price: Free

Developer: Vivid Games

 Quality free gaming apps are few and far between on the Mac App Store, and although Real Boxing does offer in-app purchases, it is a game that is packed full of features that won't cost a penny. Gameplay is deep and immersive, while the action is super-realistic thanks to the onboard Unreal Engine. You feel the force of every punch in Real Boxing, but you'll love it when you land your first knockout.

### Machinarium

Price: £7.99/\$9.99

Developer: Amanita Design

 Hailed as one of the best indie games on the market, Machinarium is a point-and-click adventure in which you have to interact with objects within your reach to solve a series of complex puzzles. If you get stuck then you're permitted to one hint per level and it even comes with a walkthrough, which only consists of vague sketches accessed via a mini-game. A premier brain-teaser.

### Never Alone

Price: £13.49/\$19.99

Developer: MP Digital, LLC

 This atmospheric game combines elements of platform and puzzle and is based on a traditional story of a boy and his dog's search for the source of an eternal blizzard. You can guide both characters in single player mode or team up with a friend and solve the various puzzles co-operatively. Striking to the eye and fiendish in puzzle, it's a beautifully produced game that lives long in the memory.

### The Sims 2: Super Collection

Price: £22.99/29.99

Developer: Aspyr Media (iDP)

 If you're bored of your humdrum life then why not escape into someone else's? The Sims 2: Super Collection lets you simulate life from the cradle to the grave, transforming your character into a successful high flyer with the ideal life or treat them to a life of neglect to see what the eventual outcome will be. The possibilities are endless.

### Rail Maze 2

Price: Free

Developer: Spooky House Studios UG

 Sometimes, the most simple games are the best ones, and Rail Maze, where you build railroads, is an example where simplicity has been successfully married with superb replay value. The levels get harder as you progress, but that won't stop you stepping up to the challenge as your abilities improve. This game will certainly keep you on the right track.

# Graphics and design

Don't neglect your artistic side; discover the best there is to offer on the Mac

The Mac platform has long been preferred by those who like to create, and the options available today are greater than ever before. Whether you want to annotate a simple image or produce a work of art, there will be a solution ready and waiting for you. You can have fun tweaking photos, create photo albums for the family, or spend hours producing a completely original digital painting. No matter what your budget or level of talent, you will be able to find an app that sparks your creative juices, and some of the titles are truly extraordinary. Indeed, it is now possible to create graphics that only a few years ago would have required roomfuls of computers. So it is time to have a look around to see what is available, and spend some time creating like you never have before.

**"Whatever you want to do, there's a solution waiting for you"**



■ Doodle away with iPaint



■ With Art Text 2 you can turn text into any design you like



■ Get your images looking great with Paint FX



■ VintageScene can produce some stunning effects

## 5 essential apps

### Art Text 2

**Price:** £14.99/\$19.99 **Developer:** Belight Software Ltd



The need to make text look more creative is commonplace, and is a requirement for logos, website headers and a multitude of other tasks. Art Text 2 lets you add colours, shapes and all kinds of other effects to words to make them really stand out. You can bend text around images, and manipulate the final result in finite detail so that it will fit perfectly wherever you need to publish it. It concentrates purely on text manipulation, but it does so well, and will suit the many people who need this kind of solution.

### Pixelmator

**Price:** £22.99/\$29.99

**Developer:** Pixelmator Team



Anyone who gets their hands on Pixelmator is effectively getting the power of Photoshop at a fraction of the price. At one end it's an excellent image editor to touch up or enhance your art, then at the other it's a blank canvas packed with tools to draw, paint and create advanced compositions. You can also apply dazzling effects and then share them with the world. Pixelmator is iCloud compatible too.

### Paint FX

**Price:** £2.29/\$3.99 **Developer:** Kejian Jin



This is a paint app for Mac that brings with it similar tools to those of the popular Microsoft Paint app. As well as all of the basic tools you need to draw, Paint FX also allows you to combine multiple images into one, crop and resize images and apply a variety of photo effects. Best of all, you can control where to apply the effects within the images (as opposed to applying them to all of the image). A simple and easy to use app to unleash your creative side.

### VintageScene

**Price:** £5.99/\$7.99 **Developer:** JixiPix LLC



You would think that deliberately making photos look old is a bad thing, but strangely it can add a great deal of personality to your snaps. VintageScene contains a unique algorithm that really does add special effects to any photo, and the end results are marvellous.

### iPaint

**Price:** £1.49/\$1.99 **Developer:** SmartieAnts Inc



This app provides a feature-packed suite for drawing that has all of the tools you need to create anything from doodles to stunning works of art. All of your creations can also be imported into other apps, such as Apple's iWork suite of apps.

# Essential apps

## 5 essential apps

### Perfect Diet Tracker

**Price:** £18.99/\$25.99 **Developer:** Byoni Ltd

 If there is one thing you need when trying to diet, it's motivation, and this app is a very good source of this. It can track every aspect of your regime, offer advice and, crucially, show you how well you are succeeding. It is designed to take away all of the hard work, and let you concentrate on your goals. Without this much-needed motivation, you are more likely to fail, and so it's exceptional value for money. This is one of the most complete diet trackers we have seen so far on the Mac, and is highly recommended.

### Optimism

**Price:** Free

**Developer:** Optimism Apps Pty Ltd

 Optimism is a mood chart that helps you monitor your state of mind and develop strategies to help manage depression, bipolar or other physical and mental health conditions. By helping you monitor your mental health, Optimism will help you better understand the triggers that affect you, allowing you to gauge the early warning signs that could lead to depression and a downturn in your mental health.

### AntiRSI

**Price:** £4.49/\$6.99 **Developer:** Onne Gorter

 If you're the sort of person who likes to get their head down and motor through work on your Mac without stopping for air then you could be putting yourself at risk of RSI (repetitive strain injury) and other computer-related stress. This simple application forces you to take regular breaks to reduce stress or injury.

### All-in Yoga

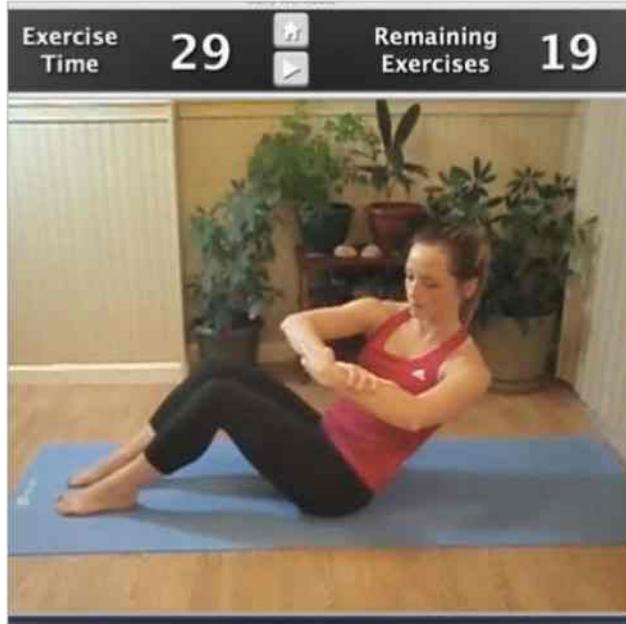
**Price:** £3.99/\$5.99 **Developer:** Zeda Inc

 If you want to tone your body and relax your mind then this app features over 250 poses and breathing exercises, photo, video and voice guidance, plus much more. A special algorithm will choose the best program for you according to your goals, level and time, and you can also create your own routines.

### Daily Workouts

**Price:** £2.99/\$4.99 **Developer:** Daily Workout Apps, LLC

 With a database of over 100 workouts, all with execution instructions and demonstrative videos, the app plucks a routine at random on a daily basis to give all aspects of your physique an all-round tune-up. It's a great way of helping you to stay fit and in shape by surprising you with a new routine rather than knowing what you're going to be doing in advance.



Check out all the Daily Workout apps:  
**Daily Workouts** Mac iOS  
**Daily Ab Workout** Mac iOS  
**Daily Arm Workout** Mac iOS  
**Daily Butt Workout** Mac iOS  
**Daily Cardio Workout** Mac iOS  
**Daily Leg Workout** Mac iOS  
**Daily Yoga** Mac iOS

**DISCLAIMER:**  
\*Consult a physician before beginning any exercise program.

**INSTRUCTIONS:**  
**OVERVIEW:**  
Each 10 to 30 minute full body workout will guide you through 20 exercises. A voice command will prompt you through each exercise. There is a slight delay between each exercise to give you time to switch positions.

Use the videos performed by a certified personal trainer as a visual aid for proper positioning throughout the routine. Do the exercises at your own pace. The free weights shown in some of the exercises are optional and should only be used when you feel appropriate.

The standard full body workout will create a

## Health and fitness

Stay fit with the help of your Mac

Sometimes you need a little help to get healthy, and this is particularly true when undertaking a new diet or fitness regime. Being able to monitor your progress is often all the encouragement you need to keep going, and a Mac can help with the



■ The All-in Yoga app is a great stress beater



■ Remember to take a break with AntiRSI

serious stuff such as tracking an illness or trying to stop smoking. There are apps available in every health category, and everything from specific illnesses to specialist diets are covered. It may not sound that important, but remember that when you use an app that helps you, it has the potential to greatly improve, or even save, your life. This is a category that serves as an example of the wide range of Mac apps available, as it truly does cover every possible health subject. It is time to improve your life with your Mac and a few apps.

**"Your Mac can help with the serious stuff"**



# 5 essential apps

## Kindle

**Price:** Free **Developer:** AMZN Mobile LLC



While your new Mac comes with iBooks as standard, you may already be familiar with the Kindle service. You might have a Kindle or Amazon account and have bought books on it. Well, if so, Kindle has a presence on Mac in the shape of this app. A great reading experience on the bigger screen, the Kindle app syncs with all other devices and gives you access to over one million books in the Kindle Store, including classic bestsellers and new releases.

## Day One

**Price:** £7.99/\$9.99 **Developer:** Bloom Built, LLC



If you're in the market for an elegant app for inputting your daily thoughts and feelings then this fits the bill perfectly. A password-protected interface lets you write, safe in the knowledge that your words won't be seen by prying eyes. The app also utilises iCloud, so you can start writing on your Mac and then continue later on using your iPhone or iPad.

## Vinoteka

**Price:** £22.99/\$34.99

**Developer:** Elodie Morin-Rager



Serious devotees of wine like the thought of having their own wine cellar and, whether you have one or not, you can now experience this feeling through Vinoteka. It will let you monitor every aspect of your wine collection, and is particularly useful for businesses involved in this industry. No matter what your level of expertise or interest, this app is a true example of what can be achieved on a Mac.

## Yummysoup!

**Price:** £10.99/\$14.99

**Developer:** Kenneth Humbard



Yummysoup! has been created to let you bring all of your favourite recipes to one place. You can import recipes from your favourite sites or add text notes that your friends have given you. The presentation is professional, and really does help to bring the recipes to life.

## Bits

**Price:** Free

**Developer:** Dmitry Nikolaev



With its simple drag and drop interface, Bits is perfect for compiling thoughts and images to make blogging as intuitive and effortless as possible. Full cloud integration also means that you can add to it whenever inspiration strikes to ensure that no idea is left by the wayside.



■ Vinoteka's presentation is about as good as any app gets

# Lifestyle

## Tailor your Mac to fit in with your life

We all have different lifestyles, hobbies and interests, and as such a wide range of apps are required to cater for the majority. This particular category is more wide-ranging than any other because it covers all of our interests. From waking up in the morning to keeping a diary, all of these and more can fit in the Lifestyle category. With the right choice of apps, and used properly, they can be truly beneficial to your day-to-day life, and it is worth checking as many as possible to ensure that you are using the ones that are right for you. It is testament

to the creativity of Mac developers that even the most obscure of interests are covered by Mac apps, and it goes to show just how flexible and powerful the platform truly is. Whatever your lifestyle, there will be an app for it.

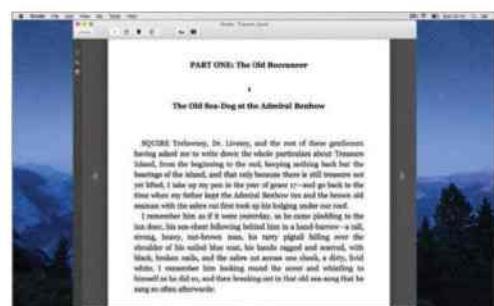


■ Recipes come to life in Yummysoup!

**"The right choice of apps can benefit your day-to-day life"**



■ Catch those thoughts effortlessly with Bits



■ The Kindle app makes reading on Mac a breeze

# Essential apps

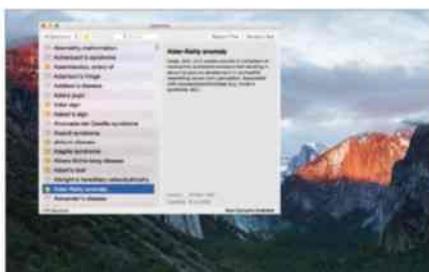


The Weight-Monitor app interface. At the top, there's a calendar for August 2011 with a 'SAVE' button. Below is a 'GRAPH & INPUT' section with a 'MONTH VIEW' tab. A graph shows weight data from June 2011 to August 2011, with a blue line for target weight and a green line for rolling average. Red arrows point down from the graph. At the bottom, there are 'PREVIOUS MONTH', 'JUNE 2011 TO AUGUST 2011', and 'NEXT MONTH' buttons.

■ The calendar feature in Weight-Monitor will ensure your weight is managed properly



■ More than 5,000 diagrams are included in Muscle System Pro II



■ Get quick and easy access to an extensive dictionary of medical terms with Eponyms

## Medical

Never let important matters like your health slide

Medical apps tend to fall into two categories: those that are designed to help the individual, and those designed to aid medical professionals. These apps can be as simple as helping you monitor your weight, or as complex as showing X-rays on a Mac screen. There are serious uses for the individual as well, and people with diabetes and asthma, as well as other ailments that require constant monitoring, will benefit

from specialised apps. The way many of them have been designed makes them accessible to anyone. Doctors can quickly look up patient information, and the individual can easily understand complex medical data that is pertinent to them. It is an area that is very important, and the Mac OS is a platform that is more than capable of helping anyone who has a need for medical help, which is ultimately all of us.



■ The colourful visuals of Breathing Zone help you understand the exercises

## 5 essential apps

### Muscle System Pro III

Price: £13.99/\$19.99

Developer:

3D4Medic

 Muscles are not easy to visualise, but with this app you will be able to view every single detail. It allows the labelling of specific areas, and you can zoom, rotate and manage the view in almost every way. If you're using this app in a professional capacity, there is a quiz included to check your own knowledge on the subject matter.

### Weight-Monitor

Price: £1.49/\$1.99

Developer: Jim Chapple



When you're trying to lose weight, you always need encouragement. That could come from friends and family, but the best way is to monitor your progress and to try to continue your success. This app lets you input your daily weight, which is then plotted on a graph. Seeing the graph drop over time is the perfect incentive, and also lets you see your average weight and work towards a specific goal.

### Essential Skeleton 4

Price: Free

Developer: 3D4Medical



Essential Skeleton 4 is a fully functional, self-contained app covering the essential anatomy of the human skeleton. Detailed apps like this wouldn't normally be free, but it's being offered on the Mac App Store without charge to showcase the incredible technologies at the disposal of the app's developer. Better download it quickly before they change their minds!

### Breathing Zone

Price: £2.99/\$3.99

Developer: Breathing Zone Limited



Breathing is not just something that we all do naturally. Done properly, and it can greatly reduce the effects of asthma, alleviate stress-related symptoms, and offer countless other benefits. The exercises themselves are very well presented and easy to follow, and if you take the time to mimic them as closely as possible, then you will surely benefit.

### Eponyms

Price: Free

Developer: Ossus GmbH



This useful app provides a short description of more than 1,700 common and obscure eponyms. Obviously the amount of detail provided may be a little vague for the needs of some medical professionals, but it is nevertheless a handy quick reference tool and a great source of medical trivia. Its compact interface means it can sit easily on your desktop alongside documents.



■ Logic Pro X is a fantastically in-depth music making app



■ Shazam works in the background to identify music...



■ Pro Audio Converter converts a multitude of audio formats



■ Djay's authentic turntables make you feel like a real DJ

# Music

## Get down to the sound of the beat

The days of playing instruments and recording the resulting sounds to make music could be numbered. You can now create music in thousands of different ways, and record your output in extremely high quality. People now have the capacity to use instruments that haven't been designed yet, and have fun searching for new music using apps that understand their tastes. No matter what you want to do in the musical field, you

can now do it, and some of the solutions also suit professional musicians. Songwriters, guitar players and producers can all use complex apps to create new work. DJs can mix music, and individuals can create completely original ringtones. Music has truly reached the digital age, and the digital age has brought music to anyone, no matter how talented they are. Now, we can all create music, just as we wanted to do when we were children.



## 5 essential apps

### Logic Pro X

Price: £149.99/\$199.99 Developer: iTunes S.r.l.



Logic Pro X is a complete set of creative tools for any musician who wants to write, record, edit and mix music. It comes with a huge collection of instruments, effects and loops, making it easy to get crisp and authentic sounding accompaniments on your tracks. Novices can get up and running quickly thanks to production-ready templates, while one-step track setup and a single-window interface allows you to work fast with easy access to all of the tools you need. With 40 built-in instruments, 80 different effects and over 1,700 samples, this is a studio boffin's nirvana.

### Shazam

Price: Free Developer: Shazam Entertainment



Shazam is a handy service for identifying song titles and artists quickly and easily. The app listens to the track and relays all manner of in-depth information in just a few seconds. The service has already been incorporated into Siri on iOS devices and this Mac app provides a handy menu item that works in the background to listen to, identify and provide information on the music around you.

### Pro Audio Converter

Price: £7.99/\$9.99 Developer: Mark Verstraete



This app lets you convert between a wide variety of audio file formats. You can batch convert with ease and it also supports the reading and writing of metadata, including that of existing audio files without the need to re-encode. All converted files can be added to your iTunes library.

### djay Pro

Price: £39.99/\$59.99

Developer: algoriddim GmbH



If you've ever wanted to be a DJ, but didn't have the confidence to try it, you now can with this brilliant app. The feature set is immense and the presentation is realistic, so you have no excuse to not play around with your music and spin some virtual discs. You can even 'scratch' them like a true pro.

### SoundMate for SoundCloud

Price: £3.99/\$5.99 Developer: Deng Gao



SoundMate for SoundCloud is a social network for musicians and music lovers, populated by big-name acts showcasing their latest projects and aspiring musicians who upload their own tracks to get feedback. The community is friendly and it is a great place to share sounds with other users.

# Essential apps

## 5 essential apps

### myNews Pro

**Price:** £1.49/\$1.99 **Developer:** Appgeneration

If you're a fan of daily newspapers then you can catch up with all of the latest news from the tabloids and broadsheets by installing this app. There are more than 5,000 newspapers to read from more than 80 countries, provided a well-rounded world view without having to trapse down to the newsagent. Foreign publications can be translated into your own language and you can add certain newspapers to your favourites list to read first. You can also archive important stories to refer back to later.

### NewsRack

**Price:** \$7.99 (US only) **Developer:** Ole Zorn

NewsRack takes the middle ground between news readers that attempt to offer lots of clever effects and the more simple RSS readers. It strikes the balance well, and brings a speedy experience which is particularly useful if you follow many different sources. With integration to third party services like Instapaper, you may find this app to be the perfect one for satisfying your news gathering needs.

### NewsBar RSS Reader

**Price:** £2.99/\$4.99 **Developer:** Andras Porffy

Sometimes you want your news to be available but not dominate everything you are doing. NewsBar sits on the desktop and unobtrusively presents the latest news in a stream. You can also quickly hide news items with a swipe, or read them in full with a tap for ultimate control, and the way that it updates the feeds means that you will not be constantly glancing at the latest stories. It's a streamlined way of getting your news delivered to you.

### Pocket

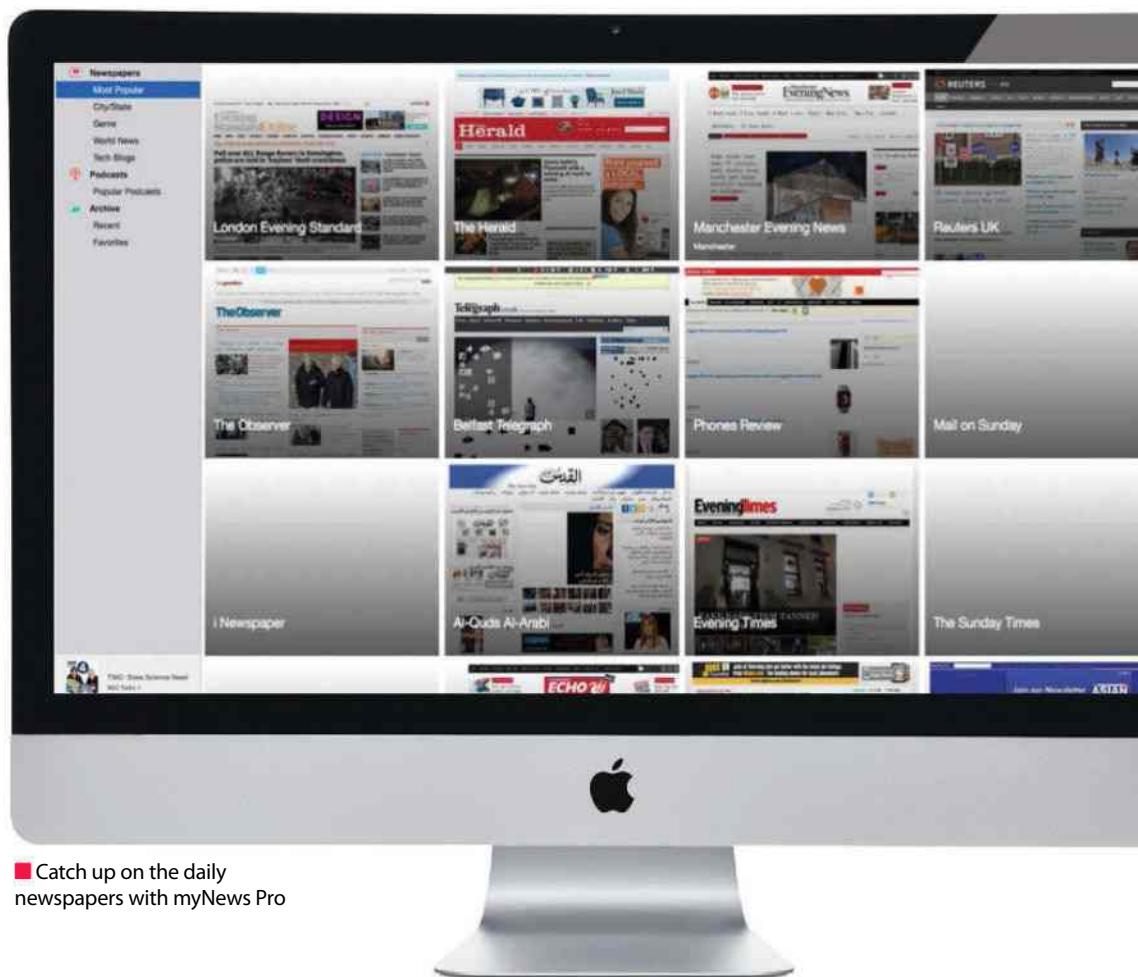
**Price:** Free **Developer:** Read It Later, Inc

Pocket provides a handy service for storing all of the web articles and videos that you don't have time to explore presently in the cloud and makes them accessible through any device. You can even read articles offline, making this idea for those long commutes.

### Pulp

**Price:** £7.99/\$9.99 **Developer:** Acrylic Software

This innovative news reader transforms your favourite news sites into your own personalised newspaper, making scanning through the news quicker and more enjoyable than ever before. By putting multiple news feeds onto a single page, Pulp lets you quickly browse through headlines to find hot topics.



■ Catch up on the daily newspapers with myNews Pro

## News

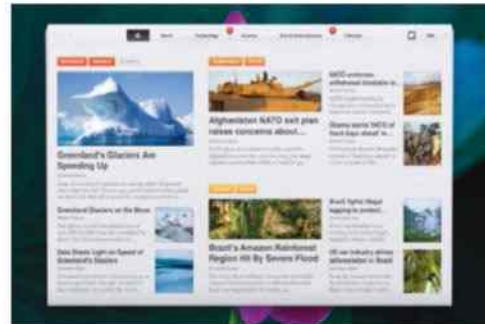
Keep informed on everything in the world today

It used to be that the best way to keep up with the news was to visit websites. Of course, this works well for sites like the BBC, but for specialist topics it can involve hunting around for the right places. Some Mac apps are now capable of recreating news provided by websites in a way that is more friendly, logical and easier to read. Other apps will automatically grab the latest news and present it on the desktop, and the options for reading a variety of topics are almost unlimited. No matter what the topic or your visual preference, there will be a solution that suits the way you want to catch up with the world around you. Indeed, some are so good that you may never visit a traditional website for news again.

**"Some Mac apps are capable of recreating news from websites"**



■ Whole articles can be read without leaving the NewsRack app



■ Get your news feeds in your own personalised newspaper with Pulp



■ The PicFrame app can make even dull photos look stunning...



■ Sharing the results on social networks is easy with Analog

■ You can create astonishing effects in minutes with Colorstrokes



# Photography

Photographers will tell you that, often, a lot of the work required to create a great photograph happens on a computer after the photo has been taken, and this makes the Mac platform ideal for anyone with an interest in this field. It doesn't matter if you are experienced or new to the world of photography because there will be a solution, and the majority are designed to be as easy to use as possible.

## Store your memories, and create new ones

From adding speech bubbles to making photos look like they were taken many decades ago, you can do almost anything you want with a Mac and a collection of digital images. You can take this as far as you like or just play around, but either way, the platform and available apps will offer you everything you need to get started and enjoy the world of photography for professional or personal reasons.



■ Pixlr gives you everything you need to tweak images to perfection

## 5 essential apps

### Colorstrokes

Price: £2.29/\$2.99

Developer: macphun.com

The ability to add colour to black and white photos has, until recently, only been accessible by professionals with expensive equipment. Anyone can now create this effect, and all it takes is a steady hand and a mouse. The end results can be stunning and the amount of effort required is little, which is a testament to how well it is programmed. A very clever and versatile app.

### Analog

Price: £7.99/\$9.99

Developer: Appuos

Most people want to add effects to their photos without having to learn new processes from scratch. Analog takes away the learning process completely and lets you choose from a variety of filters. There's some clever technology behind the process, but the user need never see that. The front interface is user-friendly and you can share the results using a variety of services.

### PicFrame

Price: £0.79/\$0.99

Developer: Active Development

A good frame can make even the dullest pictures look attractive, and this affordable app features 67 adjustable frames, with support for up to nine photos in a single frame. Once you have composed your photo arrangements, you can share them on Facebook or Twitter, or just enjoy gazing at them on your desktop. For the price, this is a brilliant app for showing off your snaps.

### Autodesk Pixlr

Price: Free

Developer: Autodesk

Autodesk is more famous for creating super-powerful 3D rendering software for Mac than free image editors, but Pixlr displays all the trademarks of Autodesk's brilliant apps. Pixlr is a great way of transforming everyday images into works of art. Whether you're applying a quick fix or adding effects, overlays and borders, Pixlr has everything you could possibly need – and it's free!

### FX Photo Studio

Price: £7.99/\$9.99

Developer: macphun.com

This is a neat photo touch-up app that provides an immense array of digital make-up to get your images looking great. Through a variety of 173 photo effects and filters you can transform any photo into a vintage masterpiece, a hipster snap, oil painting, sketch and more. The app also includes a collection of over 40 frames and borders to finish your photos off perfectly.

# Essential apps



■ RapidWeaver's simple interface hides its advanced functions

## Productivity

### Maximise your output

Productivity takes many forms, and there are solutions that will help you be more productive, no matter what your need or speciality. Everything from creating text documents to building databases can fall into this category,

and it is without doubt one of the more diverse categories, encompassing a wide range of apps. If there is any task that you need to be more productive at, there will likely be a solution available. It may require some careful searching, but a solution will arrive that could potentially speed up every aspect of your work, which can have major benefits for almost everything you do with your desktop or laptop. Sometimes, the smallest solutions offer as many benefits as the larger apps and you should take time to see if a collection of smaller apps will work better than one large app.

**"There are many great productivity solutions"**



■ Store files and access them anywhere with OneDrive



■ Capture your thoughts and create to-do lists with Wunderlist



■ Multiple views are available in Evernote

## 5 essential apps

### OneDrive

**Price:** Free **Developer:** Microsoft Corporation OneDrive is Microsoft's own cloud storage service that is woven into the fabric of Windows 10. If you use this service to transfer and store files then the Mac application is a must-have. It provides a discreet menu bar option that you can use to open your OneDrive folder and drag files to it in order to upload them. Any files you do upload can then be accessed on any computer through a web browser or any mobile device through the respective app.

### RapidWeaver

**Price:** £69.99/\$89.99 **Developer:** Realmac Software Limited Many people want to create websites, but few have the time or knowledge to do so effectively. RapidWeaver offers a multitude of templates, and will also automate many of the site building tasks that trip up many people. It will suit the home user best, but even those who take a more professional approach will find value in this application.

### 1Password

**Price:** £39.99/\$49.99 **Developer:** Agilebits Inc If you want to apply extra security to your Mac and protect all of your various user names and passwords then this app works directly with your browser, saves all of your details and then effortlessly creates strong, unique passwords for each site. The app can then automatically and securely log you in, enter credit card information and fill in registration forms, all while encrypting your info with one password.

### Wunderlist

**Price:** Free **Developer:** 6 Wunderkinder GmbH If you need an outlet for all of your creative ideas, or you just need an efficient and robust app for creating quick and easy to-do lists then this app fits the bill perfectly. Through a simple interface you can get down your notes and share them with others.

### Evernote

**Price:** Free **Developer:** Evernote Evernote is a hugely popular online note system and can help you manage many aspects of your life. This free app brings all of your notes and quick synchronisation to any Mac and is designed to offer all of the main features on your desktop all of the time. If you like to store thoughts, images and notes then this is essential.

# Reference

Keep things at the forefront

Reference data is helpful for all sorts of reasons, and can form the backbone of many tasks we need to perform. Without accurate data, we could be working with information that makes a whole project pointless, and of course there are countless times when you will simply want to find information to help you. Whether you are writing a thesis or



■ Discover every Apple product with Mactracker



settling an argument with friends, reference data is required, and there are many ways in which it can be presented. Some apps will make complex data more accessible simply by stripping out the visual interference from certain websites, while others act as a layer over the major reference portals. Whether you are looking for new information or require known data to be presented more clearly, there will be ready-made solutions available which make searching and using information much quicker than ever before.

**"There are many ways data can be presented"**



■ Wikipedia looks much better when it is cleaned up using the Wikibot app

■ You can even hear the translations in One World Dictionary

■ The detail in Art Authority is high

## 5 essential apps

### Wikibot

Price: £3.99/\$4.99 Developer: Avocado Hills



Wikipedia is, of course, an excellent source of information, but it can be unwieldy in more complex articles.

Wikibot strips away the visual clutter and presents each article as basically as possible. You can bookmark favourite articles, view your search history and use the app as a much better-looking version of the web for your Wikipedia research. It's beautiful, quick, and designed to bring Wikipedia closer to you than it already is.

### Art Authority for Mac

Price: £7.99/\$9.99

Developer: Open Door Networks Inc



If you like art and you own a Mac, you need Art Authority. With more than 40,000 paintings and sculptures beautifully rendered for the digital screen from more than 1,000 famous artists, you immediately have access to a wide range of beautiful creations. The features included and overall presentation suit the subject matter perfectly, and come together to create a solution that will be ideal for any art lover.

### Mactracker

Price: Free Developer: Ian Page



An app for the huge Apple fan in you, Mactracker provides detailed information on every Apple Macintosh computer ever made, including items such as processor speed, memory, optical drives, supported operating systems and upgrade possibilities. It holds a wealth of information and offers a fascinating trip down memory lane. The app is updated regularly to include any new products like iOS, watchOS and a range of official peripherals.

### One World Dictionary

Price: Free Developer: Ascendo Inc



One World Dictionary is a good solution for those who are either learning a new language or are simply curious about particular translations. The app includes a large database for you to play with, and could potentially be used on a trip with a Mac laptop for those times when you get stuck.

### Redshift Astronomy

Price: £12.99/\$16.99

Developer: Oleksandr Izervov



This eye-opening app lets you visit all of the planets in our solar system, virtually speaking, from your Mac desktop. Gravitate around 3D planets, stars and deep sky objects and learn a wide range of interesting facts and stats through a gorgeous interface.

# Essential apps

## 5 essential apps

### Twitter

**Price:** Free **Developer:** Twitter, Inc

 Amazingly, it is only recently that Mac users have had the option to switch from using Twitter through a web browser to an actual app, but the good news is that this free download is easy to use, comes with a smart interface and has been well worth the wait. Through Twitter, you can follow your interests and get instant updates from your friends, industry experts, celebrities and see what's happening around the world. You can do everything through this app that you could through the website.

### MarsEdit

**Price:** £29.99/\$39.99

**Developer:** Red Sweater Software

 MarsEdit is designed to replace the often slow interfaces offered by blog hosting services. It lets you create content offline in a setting that is ideal for quick editing or complex article writing. Compatibility with a wide range of services is also available, and once you start using it you will be able to manage multiple blogs from multiple services with ease. It takes some time to learn, but your efforts will be rewarded.

### App for Instagram

**Price:** Free

**Developer:** Joacim Stahl

 Ever been frustrated by there not being a standalone app for Instagram? Well there's a quick and handy solution in the Mac App Store in the form of Joacim Stahl's App for Instagram app – a discreet widget-like app that lives in your Mac's main menubar and gives you direct access to your Instagram feed. All you do is tap the camera icon in the menubar and your feed drops down, from where you can like and comment on any post just like the mobile app.

### Pin for Pinterest

**Price:** Free

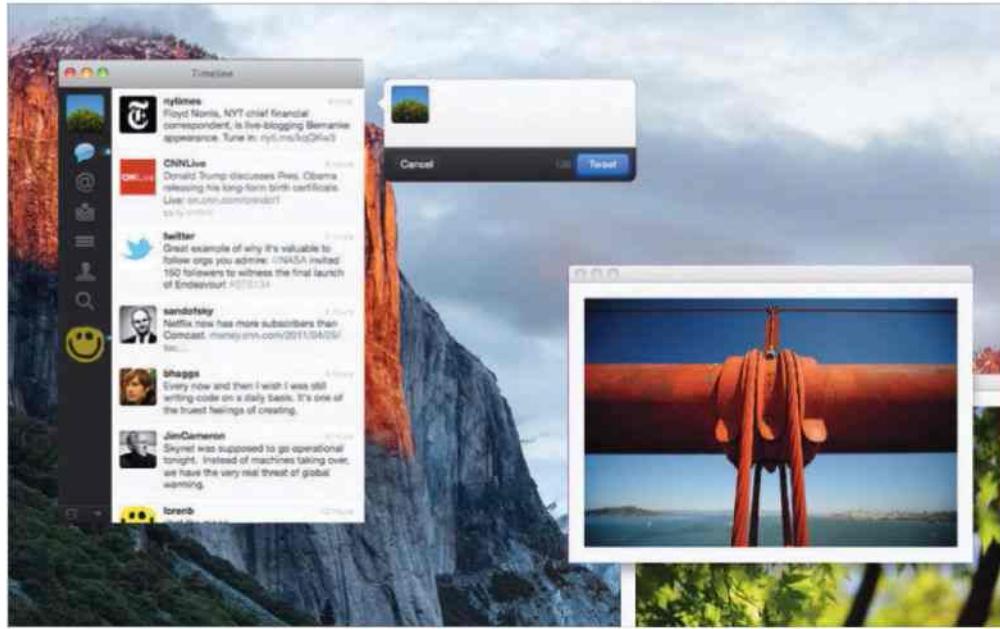
**Developer:** Chatsworth and Whitton Limited

 This app takes your Pinterest addiction to a whole new level by allowing you to instantly browse your Pinterest account without having to open your web browser. You will need Pin Pro to upload new images, but this app at least allows you to fuel your Pinterest interest.

### mysms

**Price:** Free **Developer:** Up To Eleven

 This app lets you send and receive messages on your Mac. Nothing strange about that, you have Messages after all, but this app lets you send standard SMS messages and not just iMessages! Great for keeping your hands on the keyboard and away from your phone.



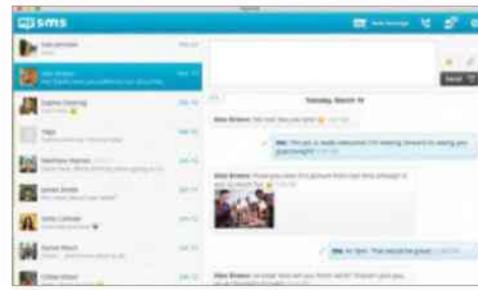
## Social Networking

Stay connected with a variety of fantastic apps

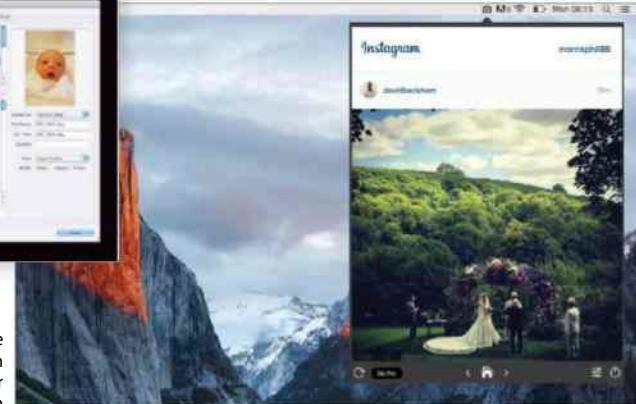
Social networking has grown to be one of the most used forms of internet communication, and for some people the big services like Twitter and Facebook take up the majority of their **online time**. Each service has websites associated with it, but rarely is the web experience as good

as standalone apps on a desktop or mobile. There are apps available that can sit on the desktop and update you as they work, and others that offer more features than the social networks do officially. Other solutions attempt to bring all of your social networks together in one place, and even allow you to update multiple sites at once. If you use any of the social networks, then there are apps available that will completely transform the way that you communicate with friends and strangers. It's just a question of finding the ones that work best with the way that you like to talk.

**"Transform the way that you communicate with friends and strangers"**



■ Tap the App for Instagram icon and your feed drops down



## 5 essential apps

### Swing It Pro

**Price:** £109.99/\$149.99

**Developer:** FKE Datakonsult AB



Golf is all about the swing. Without a good technique, your scores will be higher and your enjoyment less. You can either pay lots of money to get some coaching, or purchase this app and learn at home. It uses videos to help you visualise what you need to do. You can crop the videos, create notes and work in your spare time. It isn't cheap, but compared to professional coaching, it could produce similar results, and ultimately save you money.

### Marathon Pace Calculator

**Price:** Free

**Developer:** Matti Ropponen



This app helps you plan your running pace when undertaking the challenge of a marathon. Just select your distance (marathon, half-marathon, 10K, 15K, 20K, 50K, 100K or custom), set your target time and Marathon Pace Calculator will provide you with your target split times. Once your target pace has been calculated, print out the results to refer to.

### Swimming Coach's Clipboard

**Price:** £7.99/\$9.99

**Developer:** PVI Maine LLC



This useful app allows swimming instructors or spectators to time and track splits of multiple swimmers across events in any race, competition or training session. The clipboard results can be stored, printed, emailed and more and will always be stored within the app for easy access whenever you need them. It has all the tools you need to become a better coach.

### Sports Feed – Live Scores Widget

**Price:** Free **Developer:** SportsFeed LLC



Any American sports fans will want to get their hands on this app. It lives in your Mac's Notification Centre and lets you instantly see live scores of your favourite team's latest match. You can personalise your widget with NFL, NBA, MBL teams and much more.

### SeaNav UK

**Price:** £21.99/\$29.99

**Developer:** Pocket Mariner Ltd



This app lets you explore, plan and navigate your boating trips in real-time thanks to crystal-clear, HD vector marine charts that cover the whole of the UK and Ireland. Buoys, bridges, rocks, and anchorage areas are all displayed as layers that you can turn on and off and you can measure distances and set waypoints.



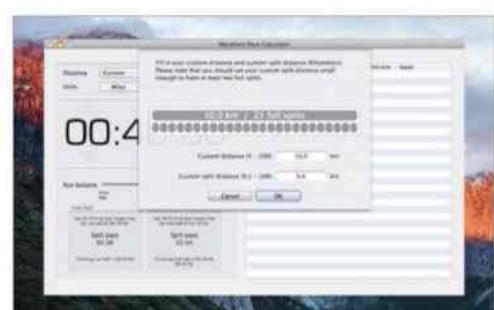
With Swing It Pro you can analyse any aspect of the perfect golf swing

# Sports

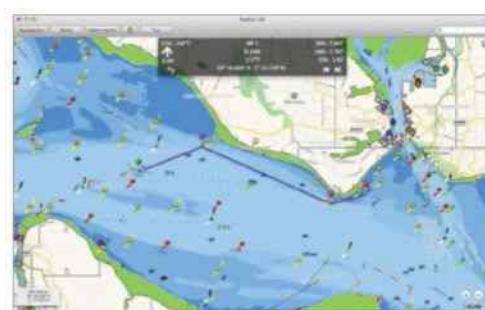
## Make the most of your sporting abilities

Sports is a category that is broad in that it has to cater for a wide range of different activities. Within each sport there are further groups of people; coaches, players, fans and so on. This means that app developers have to build a variety of solutions for every conceivable activity, and this category alone highlights just how popular the Mac platform is for apps. No matter what sport you enjoy, you should be able to find an app that will increase your enjoyment or participation. From getting up-to-the-minute timings on motor racing laps to building strategies and plans for a

team you coach, you can do it with a Mac. As a fan, you can also find specialist apps that will present news and gossip for particular sports, and this includes information from official sources, which are presented in a unique way for the desktop.

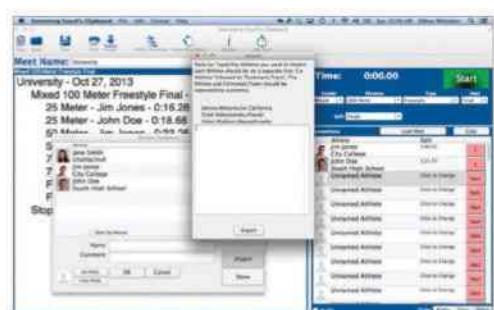


Get up to speed with the Marathon Pace Calculator



Plan your voyages with SeaNav UK

**"No matter the sport, you should be able to find an app to help"**



Track all aspects of those swimming sessions...

# Essential apps

## 5 essential apps

### Arrivals & Departures

**Price:** £3.99/\$5.99 **Developer:** Krishna Vigesna



One of the major gripes for frequent travellers is having to continually monitor arrival and departure times. This is also true for those working in companies who need to check when people will arrive, and so this app will be a boon for them, or you. It displays real-time flight times for thousands of airports and is very accurate. You can choose favourite airports and even view flight paths if you are interested. The level of information is high and for some people it will be the perfect solution to their flight tracking needs, which they will use every day.

### myTracks

**Price:** £10.99/\$14.99 **Developer:** Dirk Stichling



Walkers and those who like to explore have a need to understand 'exactly' where they have been, and to keep detailed logs of their travels. myTracks is an advanced solution that has built-in compatibility with a number of other apps, and also works with iOS devices, which is ideal for those on the move. It is a little technical in places, but serious walkers will understand the need for this extra functionality.

### Flightradar24

**Price:** £2.99/\$3.99 **Developer:** Flightradar24



Already a massive hit on iOS devices, Flightradar24 is a handy app for tracking planes across Europe and the world. A smart interface monitors the planes over a Google Map and you can choose to layer on what information about the planes you wish to know. This includes flight numbers, airline, registration number and much more.

### Time Palette

**Price:** £13.49/\$17.99

**Developer:** Xeric Design Ltd



Time Palette offers a wealth of information for thousands of cities around the world. This makes it ideal for many groups of people who need to know the weather and other specific information for particular locations. It is ideal for businesses, but potentially useful for everyone.

### Bellhop

**Price:** Free **Developer:** Conceited Software



If you travel regularly, be it on holiday or on business, then this app takes all of the stress out of finding and booking hotel rooms. The app will source all of the local hotels for the area you are staying, sniff out the very best prices and let you enter your own criteria to find the perfect accommodation.



Half flight times and half map, the Arrivals & Departures app works very well

## Travel Around the world with your Mac

Planning a trip beforehand will likely make it a more pleasant experience, and you can do this on a Mac in a variety of ways. You can build a basic itinerary or plan every single minute, which can be particularly useful for business trips where money is of paramount importance. The travel category also covers apps that will help you decide where to stay, who to fly with, and to even use the reviews of

other travellers to understand if a service is worth paying for. It doesn't end there; you can use some of these services when abroad using a laptop to check on live flight times, and to see how the weather will be for days out, and as such the benefits quickly become clear. No matter what you want to do that is travel related, you will be able to do it on a Mac with the use of some clever apps.

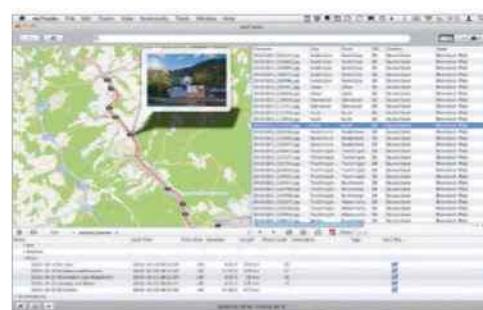
**"Planning a trip will make it more pleasant"**



Source and book hotel rooms with Bellhop



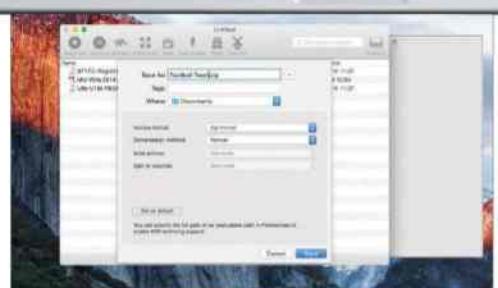
Each part of Time Palette contains comprehensive info



You can store as many tracks as you like with myTracks



Monitor flights and get informed with Flightradar24



■ Get the most out of your charge with the Battery Health app...

# Utilities

Customise your Mac in a way that suits you best

All computers have a default configuration that is designed to let the user undertake many tasks, but there are sometimes functions you really wish it could do. Whether it is something to make your Mac run smoother or to add another level of ease to your workflow, there are missing elements from your Mac. There are, thankfully, utility apps available from the Mac App Store that will not only improve stability, but also enable you to do things with a

Mac that you may not have considered before. With the right utility, you can potentially complete a process you need to undertake in half the time, and then repeat this with more utilities. There are hundreds available that can be used for every conceivable task, and once you are used to them, you will be able to flexibly deal with any given situation. Utilities can completely change the way you work once you have installed the ones that suit you best.



■ Trash Me's interface could not be any more simple

## 5 essential apps

### iPackr

**Price:** Free

**Developer:** Hong Jiang

This free app allows you to compress and decompress zip, rar and 7z archives and even lets you preview files within compressed archives without first extracting them, which can be a great time-saver if you're unsure as to whether the archive you're dragging into the app contains the files that you need. It is also fast and ruthlessly efficient at compacting and extracting and is very easy to use.

### Dr Cleaner

**Price:** Free

**Developer:** Trend Micro

Dr Cleaner is the best selling free Mac utility app in more than 70 countries. It's easy to see why, with the app offering powerful memory optimisation tools as well as disk cleaning that's guaranteed to save some vital disk space. There are plenty of paid-for alternatives (check out CleanMyMac 3 as an example), but as a free download, Dr Cleaner is very hard to beat. A must-have.

### Battery Health

**Price:** Free

**Developer:** FIPLAB Ltd

Laptop batteries can be strange things – being efficient and seemingly healthy one minute and then easy to exhaust the next. This app helps you monitor the fitness and effectiveness of your MacBook's battery by providing a wealth of information. It even contains useful tips to help you maximise the efficiency of your device and get more out of each charge.

### TrashMe

**Price:** £5.99/\$7.99

**Developer:** Jean-Baptiste ZEDDA

When in the process of deleting apps, it is all too easy on a Mac to just drag them to the trash bin. The problem is that often files are left over that take up space and end up slowing the system down. TrashMe will ensure that every file has been comprehensively deleted without you even having to think about what is happening. Great for an issue that many take for granted.

### Mobile Mouse Server

**Price:** Free

**Developer:** RPA Tech INC

When combined with an iPhone or iPad, this app will let you use your iOS devices to control your Mac. They can become touchscreen mice, keyboards and even dictation machines. If you use this software in conjunction with any compatible iPhone, then you can read into the phone and subsequently watch the text appear on your Mac!

# Essential apps



■ iStopMotion feels like creating a home video



■ Save your custom settings in Compressor and they'll appear in Final Cut Pro X too

## Video

Watch the latest and best videos in high-quality output

The world of digital video is a curiosity in that most people will have already been exposed to it, but few of the creators will take the time to **enhance their media**. It is very much seen as a static media form; you take a video and leave it as it is to view at a later date. However, you can do so much with your creations, and there are all sorts of apps to help you manipulate all of your personal and work-related videos. You can add special

effects, funny commentary and even incorporate them into professional presentations. The beauty of the Mac is that even the lower-end systems are able to cope with memory-intensive video production really well. The platform is designed to cope with all types of media, even high-definition video files, and the video apps available on the Mac App Store make it all work together in an even more efficient manner.



■ Adjustments add extra control in Video-Converter

## 5 essential apps

### Video-Converter

Price: £14.99/\$19.99

Developer: Wondershare Software Co Ltd

 Varying video and audio formats cause lots of problems for Mac users who own mobile devices, as not all formats work with every device. This app caters for a variety of formats, and should cover almost every file you own. The conversion process is quite straightforward, and once you first use it, you will soon view it as something that comes in handy over and over again.

### Minitube

Price: £7.99/\$9.99

Developer: Flavio Tordini

 YouTube is easy to become engrossed in, but not as easy to use when you watch one video after another. Minitube lets you pick a keyword and then watch a stream of videos that are related to your search without you needing to do anything else. It caters for HD, and uses QuickTime rather than Flash for efficiency. It is a solution that could change the way you view YouTube videos forever.

### Compressor

Price: £39.99/\$49.99

Developer: Apple

 Compressor is an app that anyone using Final Cut for professional reasons will want to download. It adds power and flexibility to Final Cut's export process, customising output settings, helping you to work faster with distributed encoding and giving users access to a comprehensive set of delivery features. Compressors work flawlessly, even if you through batches of video at it.

### iStopMotion 3

Price: £39.99/\$49.99

Developer: Boinx Software Ltd

 Stop motion is a video effect that most people had no access to... until iStopMotion came along, that is. With this app, you can spend time creating a stunning stop-motion films, where inanimate objects can be made to move, which will surprise anyone that you show it to. The time required to become adept at using this is surprisingly low for the potential results.

### Smart Converter

Price: Free

Developer: Systemic Pty

 If all you require is a simple and effective video converter app then this free offering ticks all of the right boxes by being able to handle hundreds of different file types to enable that they play on all of your favourite devices. All you have to do is drag and drop a media file into the app and then choose a conversion type. It will only convert what is needed, making it one of the fastest of its type around.

# Weather

Find out the forecast easily with a range of Mac apps

The weather is a subject that we are all quite obsessed with. We talk about it with friends, strangers and anyone else who will listen, but the subject is much bigger than you may realise. Besides just tracking the forecast and current conditions, you can use Mac apps for highly specialised weather-related tasks. You can track everything from local conditions to world tides and climate change, and that is just the start. There are apps for all weather-related subjects, and for most people there are more apps than they will ever need. However, the apps available will cover the needs of everyone who has interest in the subject, and you may even find some of them to be a source of learning that builds your interest even further. This category highlights the breadth of Mac apps available, and is as complete or inconsequential as you need it to be.



■ The Sun's movements are shown in data form in Daylight



■ Get a quick heads-up with Weather 5 Days



■ Weather° provides forecasts through a sleek interface



■ The Weather app icons feed the data with a quick glance



■ 3D Weather Globe's visuals are remarkably detailed for a weather app

## 5 essential apps

### Daylight

Price: £7.99/\$9.99 Developer: Andrew Cook



For those with a need to see what the Sun is doing around the globe at any particular time, they may as well do it in style. Daylight takes this information and displays it in a highly visual way by showing a map of the Earth with the exact sunrise and sunset times displayed as they would look in real life. Besides this, information on major cities is available and the ability to drag the night sky is an added bonus. It isn't an app that everyone will need, but for those that do it will do the job perfectly.

### Weather

Price: £0.79/\$0.99 Developer: Presselite



Sometimes you need to keep track of the weather, but not let it dominate everything you do. The Weather app is designed to keep you up to date in a minimalist way, and will sit on your desktop for when you need it. The design is clever, and lets you interpret what is happening with a quick glance. It efficiently presents details without overloading you with data.

### 3D Weather Globe & Atlas Deluxe

Price: £44.99/\$49.99

Developer: Software MacKiev



For visual appeal, this app really does shine. It feels like you have the whole world on your desktop thanks to the splendidly detailed graphics and real-time weather information. You can tilt the globe to see natural landmarks in detail, and even if you do not need the exact weather information, it is still an enjoyable experience, and the ability to track hurricanes and other weather phenomena takes it even higher up the value league.

### Weather 5 Days

Price: Free Developer: Regis ANDRE



If you like a quick heads-up as to the current weather conditions in your local area then this app provides a handy menu bar item that you can click on for an accurate overview for the next five days. It's certainly useful for checking if you need to take a brolly out.

### Weather°

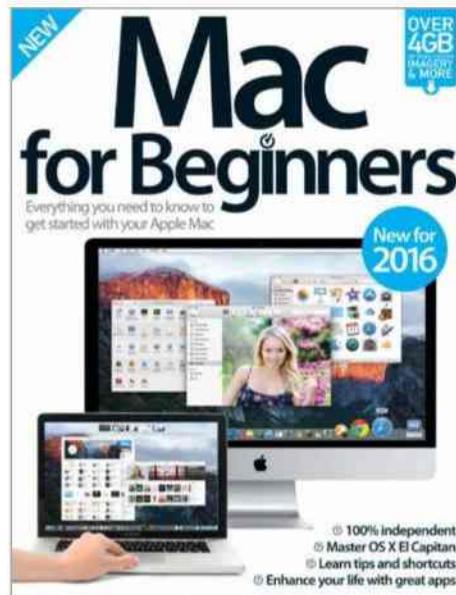
Price: Free Developer: IAC Search & Media



Presented through a sleek and sexy interface, Weather° displays at-a-glance stats and forecasts for your location. This free version only permits one location, but you can upgrade, in-app, to store more and get additional features such as a menu bar item and fully customisable layouts.

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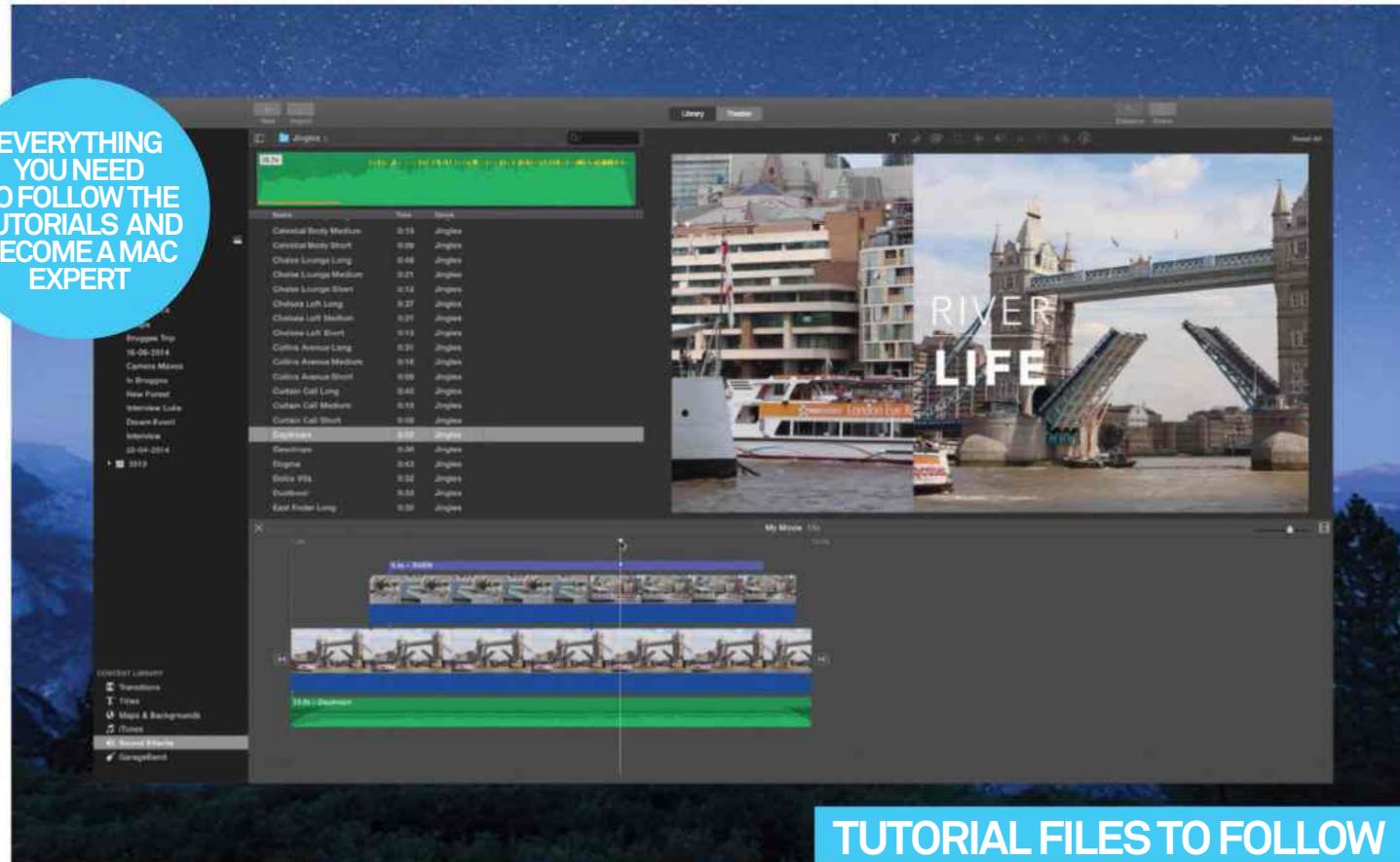
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